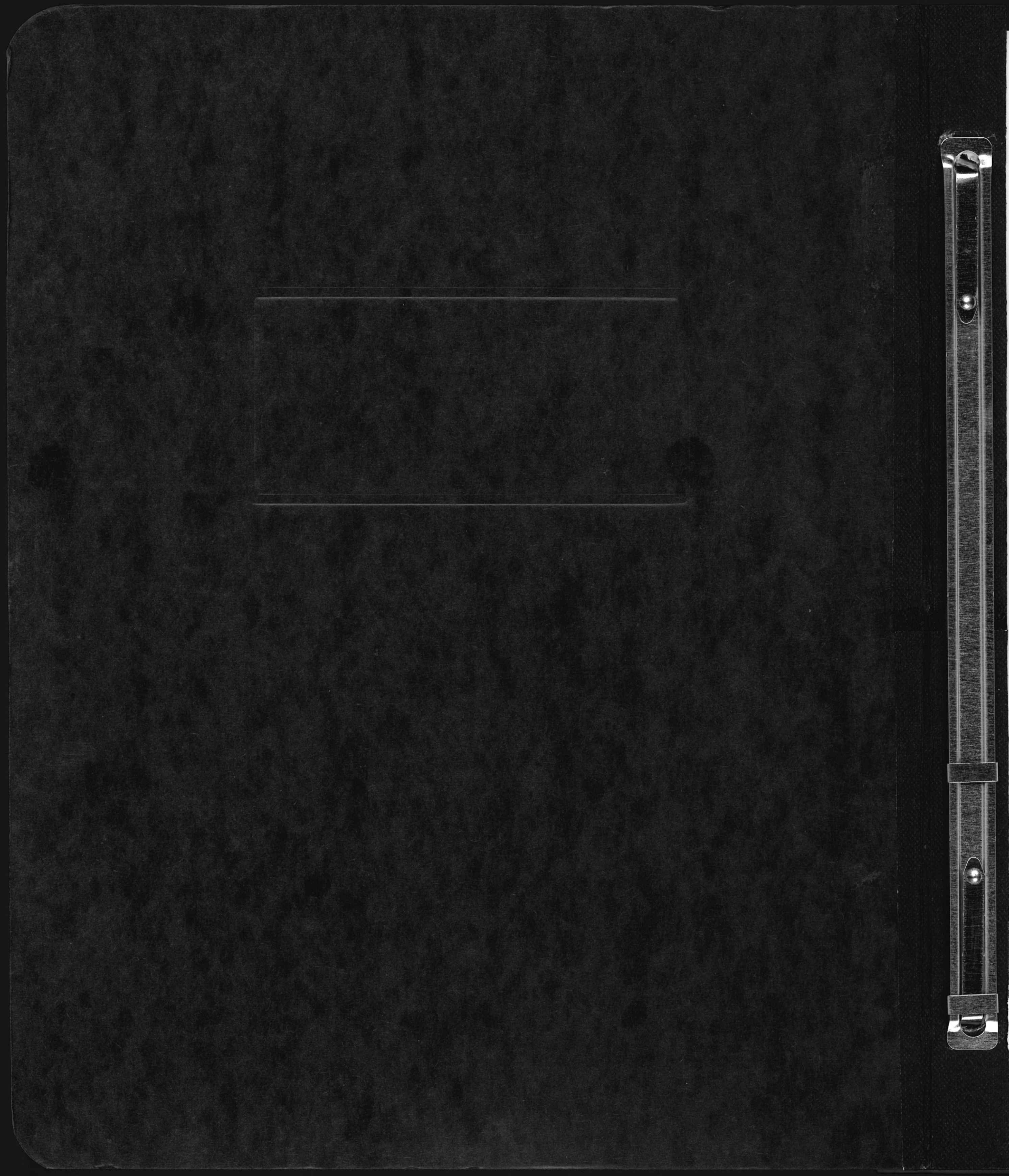


Board Meeting Minutes
2012



2012 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Natalie Waling [REDACTED]	[REDACTED]	December 31, 2013	County Council
Vice-President: Jody Melton [REDACTED]	[REDACTED]	August 2, 2015	Pres. KV & West Central School Boards
Secretary: Janet Umlauf [REDACTED]	[REDACTED]	December 31, 2015	County Commissioners
Treasurer: Deana George [REDACTED]	[REDACTED]	May 9, 2013	Rensselaer Central School Board
Asst. Treasurer: Mari Anne Sayler [REDACTED]	[REDACTED]	May 9, 2014	Rensselaer Central School Board
Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2016	County Council
Janelle Harper [REDACTED]	[REDACTED]	December 31, 2014	County Commissioners

2012 Board Members

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Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2012	County Council
Janelle Harper [REDACTED]	[REDACTED]	December 31, 2014	County Commissioners

2012 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$59,592
1.12	Salary of Assistants	\$1,043,191
1.13	Wages of Janitor	\$69,120
1.2	Employee benefits	
1.21	Employer: FICA	\$89,651
1.22	Unemployment Comp	\$3,324
1.23	Employer: PERF	\$76,128
1.24	Employer: Group Insur.	\$98,002
1.31.	Other Personal Services	\$0
	Total Personal Services	\$1,439,008

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$425
2.12	Stationery/printing	\$450
2.13	Other office supplies	\$7,000
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$6,000
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$6,200
2.3	Repair/maintenance supplies	
2.31	Building materials	\$2,500
2.32	Painting supplies	\$150
2.33	Repair parts	\$2,500
2.4	Other supplies	
2.41	Library supplies	\$14,600
2.42	Marketing	\$100
	Total Supplies	\$39,925

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$4,000
3.14	Other profess. services	\$5,000
3.2	Communication/Transportation	
3.21	Telephone	\$5,000
3.22	Postage	\$3,000
3.23	Traveling expenses	\$21,000
3.24	Professional mtgs	\$8,000

3.25	Freight/Express	\$1,500
3.26	Network expenses	\$35,400
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$800
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$1,300
3.4	Insurance	
3.41	Official bonds	\$200
3.42	Other insurance	\$26,000
3.5	Utility services	
3.51	Gas	\$30,000
3.52	Electricity	\$75,000
3.53	Water	\$1,600
3.54	Waste disposal service	\$5,400
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$58,600
3.62	Equipment	\$1,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$300
3.91	Dues	\$2,200
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$325
3.94	Transfer to LIRF	\$100,000
3.95	Book reimbursement	\$50
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$112,397
	Total Other Services/Charges	\$498,192
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$33,550
4.5	Other capital outlays	
4.51	Books	\$150,000
4.52	Periodicals,newspapers	\$25,000
4.53	Nonprint materials	\$81,000
	Total Capital Outlays	\$289,550
	FUND TOTAL	\$2,266,675

Board Meeting Dates **2012**

**Meetings are held at 6:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 9

Monday, February 13
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 12

Monday, April 9 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 14

Monday, June 11
Webmaster Annual Report

Monday, July 9

Monday, August 13

Monday, September 10 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 8

Monday, November 12
Technical Services & Systems Administrator Annual Reports

Monday, December 10

Thursday, December 27 (Special Year End Meeting-time to be announced)

Library Board Committees 2012

Budget Committee: Tim Schultz, chair; Natalie Waling; Deana George

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Janelle Harper, chair; Mari Anne Sayler; Janet Umlauf

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Janet Umlauf, chair; Tim Schultz; Janelle Harper

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Mari Anne Sayler, chair; Jody Melton; Deana George

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

Holiday Schedule 2012

The Libraries will be closed on the following days:

New Year's Day: Sunday, January 1*
Memorial Day: Monday, May 28
Independence Day: Wednesday, July 4
Labor Day: Monday, September 3
Thanksgiving: Thursday, November 22
Christmas Eve: Monday, December 24
Christmas Day: Tuesday, December 25
New Year's Eve: Monday, December 31

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

*New Year's Day falls on a Sunday. As per the Holiday Policy, we will be closed the following Monday.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2012.

LIBRARY POLICY REVIEW SCHEDULE 2012

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Fixed Asset Policy	181
	Circulating Software Policy	165
February:	Holiday Policy	127
	Library Behavior Policy	141
March:	Public Purchase Policy	175
	Board Code of Ethics	147
	Staff Complaint Policy	146
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
July:	Reciprocal Borrowing Policy	159
	Fax Machine Policy	125
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
September:	Bylaws	81-86
	Mobile Computer Lab	185
October:	Reference Policy	135
	Computer/Typewriter Use Policy	123
	ADA Notice	190
November:	Meeting Room Policy	101-103
	Circulation Policy	161
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE 2013

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD Projector Policy	179
	VHS/DVD Policy	107
February:	Staff Code of Ethics	149
	Gift Policy	183
March:	Staff Complaint Policy	146
	FMLA/Military Leave Policy	171
	Microfilm Reader/Printer Policy	155
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Internet Acceptable Use/Safety Policy	151
July:	Public Relations/Information Policy	97
	Public Records Policy	99-100
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board/Staff Privileges	143-145
	Group Visit Policy	169
	Mission/Role/Values	87
October:	Public Forum Policy	137
	Library Credit Card Policy	180
	Harassment/Discrimination Policy	139
November:	Materials Selection Policy	93-96
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

GUIDE TO FINANCIAL REPORTS

To assist you in analyzing the financial reports, I have provided in written form how the checks and balances system supports the accounting practices used at JCPL. This is intended to serve as a guide when studying the Financial Reports each month.

Using the Financial Statement (F1) as our basic Balance Sheet:

- The Beginning Balance on this report is the figure we start the current year. It is carried over from the previous year's Ending Balances.
- The 'ENDING BALANCE' at bottom right hand corner must agree with the Grand TOTAL for all bank accounts on the Bank Balances sheet (F2).
- The Operating Fund's CURRENT MONTH DISBURSEMENTS and YTD DISBURSEMENTS are the same as on the Appropriation Report (F3a) TOTALS for DISBURSEMENTS THIS MONTH and the DISBURSEMENTS YTD.
- The Operating Fund's CURRENT MONTH RECEIPTS and YTD RECEIPTS are identical to the TOTAL OPERATING FUND RECEIPTS and YTD RECEIPTS on the Receipt Breakdown (F5) about mid-way down in bold print.
- The **TOTAL ALL FUNDS** (bottom of Financial Report) for CURRENT MONTH RECEIPTS and Y-T-D RECEIPTS will be the same as the TOTAL RECEIPTS-ALL FUNDS on the Receipt Breakdown (F5) for each of these entries.
- The Appropriation Report (F3a) gives you a clear picture of expenditures budgeted in the Operating Fund. The percent figure is the percentage spent YTD. In December any appropriation with a negative figure must have money transferred from another appropriation, within the same classification preferably, into it. This is a requirement of SBA and the reason for transfers then.
- Changes to Appropriations Report (F3a.1) is provided when there has been activity as a result of a refund, reimbursement, encumbrance, or transfer of money from one appropriation category to another. This is also provided on the Appropriation Report (F3a) under the Change To Appropriation heading and increases/decreases the CURRENT APPROPRIATION for the correct appropriation number. The total at the bottom of the field will adjust accordingly.
- The Check Registers show the warrant (check) number, claim (voucher) number, payee, the fund and appropriation number the expenditure is paid from, the amount, date, and reason for payment.
 - The End-of-the-Month Check Register (F4 series) is a report showing the expenditures for the complete month. It will also show any purchases for CDs. By subtracting these figures (checks payable to JCPL) from the TOTAL AMOUNT OF CLAIMS, you should arrive at the same balances on the Financial Statement for **TOTAL ALL FUNDS** (bottom of Financial Report) under CURRENT MONTH DISBURSEMENTS.

A 8a

- The *Beginning-of-the-Month Check Register* (F6 series) lists the checks and EFTs payable in the current month for your approval.
- Any Investment amounts (normally Operating and BIRF funds) are part of their respective fund's ENDING BALANCE. These are not included in the totals for receipts and disbursements on the Financial Report b/c they are a source of inflating the true figures. These figures can be verified by referring to the Investment Report (F2.1) under "Open Investments". If a CD was purchased with money from a combination of these funds, the PRINCIPAL will reflect the total amount of these monies.
- The PAYROLL WITHHOLDING ACCOUNTS are reflected on Financial Statement because they are still part of our funds until a check is written or the EFT (electronic fund transfer) is transacted for the amount due. (Payroll records track this information also for each individual and for quarterly tax reporting.)

DESCRIPTION OF FUNDS:

Operating Fund: General fund where majority of receipts and disbursements occur. Revenues are generated by Property taxes, Financial Institution tax, License Excise tax, CAGIT (County Adjusted Gross Income Tax), and miscellaneous revenue... fines, fees, copies, cards, interest, etc.

Public Library Access Card Fund: When patrons purchase a PLAC card this is the fund to which it is receipted into and then quarterly a check is written to the Indiana State Library for the number of PLAC's sold.

Gift Fund: Used for any donations and/or memorials made to the library by patrons/organizations.

Library Improvement Reserve Fund: Money is appropriated from Operating Fund to put into this fund. The board approves any disbursements also. This could be referred to as a "rainy day fund" for building improvements, upgrades to equipment (automation), land purchase, etc.

Bond & Interest Redemption Fund: Better known as our bond payment fund we needed to pay for building construction. Our present bond will be paid off on 1/1/07. Receipts come from Property Tax, Financial Institution Tax, and License Excise.

Host & Hospitality Fund: Established to funnel moneys for JCPL sponsored meetings, such as NILBA dinner, and Sign Language classes where participants are charged a fee and the library in turn pays out a like amount for the program.

Oral History Grant Fund: Money for this DeMotte Library project provided by a grant from the Jasper Foundation. A small amount remains from the original \$1700 received in July 1996.

Reciprocal Borrowing Fund: At one time we received money from the State Library based on our participation as a reciprocal borrower. It is now outdated and the Board could authorize removal of this fund.

Levy Excess Fund: Property tax over 102% of anticipated revenues are receipted here until State Board of Tax Commissioners authorize adding to Operating Fund.

Satellite Fund: Originally established when we received a grant to obtain satellite dish for teleconferences for programming offered by the library and other community organizations. Donaldson Corp. has made considerable donations towards this fund in previous years.

Indiana Technology Grant and State Technology Grant 1997: Two funds established to filter money specifically for these purposes.

Construction Fund: Required by SBA (State Board of Accounts) for all construction projects.

Petty Cash Fund: Each library has a fund to use for small expenditures for immediate reimbursement. Rensselaer Library - \$60.00; DeMotte Library - \$30; Wheatfield Library - \$30. Agency Librarians and Business Manager are responsible for maintaining these funds.

Cash Change Fund: Money kept at each circulation desk to make change. With approval of increasing Wheatfield's fund, each library will have \$30 for this purpose.

Payroll Withholding Accounts: As the name implies, the amount withheld from employee paychecks.

- **FIT** (federal taxes), and **FICA** (social security and medicare taxes) are paid the day following payday by an EFT (Electronic Fund Transfer). Ending balance always -0-.
- **State tax** and **County tax** are paid out on the 20th of following month in which they are collected; thus, the balance is the amount yet to be paid to the State by EFT.
- **Indiana Deferred Compensation Plan**, an employee deferred savings plan, shows the amount withheld and paid out on payday. The balance will always be -0-.
- **#125 Plan** is a Premium Conversion Plan whereas the employee's gross wage is reduced by their cost of insurance premium. This reduces the amount of tax the employee would have had to pay in federal, FICA, local and state tax. The library then pays for the employee's premium along with the library's portion (Operating Fund appropriation) once a month.
- **Employee Health Insurance/Life Insurance:** This is the amount paid by employees who waived off of the #125 Plan. Presently employees only taking Life Insurance have their premium of \$1 per year deducted from their pay.
- **Employee PERF** is the Public Employees Retirement Fund and is mandatory for employees in certain classifications as approved by the board and working 32 hours per week. 3% of the employees Gross Wage is withheld for this purpose. In 1999 the Library must contribute 5% of their Gross Wage to PERF with an expenditure from the Operating Fund. A check is written quarterly to the PERF agency for both portions.

BOARD AND ADMINISTRATION MONTHLY TASKS

(Library will receive Certified Shares county adjusted gross income tax (CAGIT) monthly.)

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. Bond payment due by January 15. (2004 bond)
6. Certification of Board and employees to State Board of Accounts by January 31 annually.
7. Annual statistic report due to Indiana State Library by January 31.
8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1.
2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years.
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. Library receives first installment of property, CVET, excise & financial institution tax revenues.
2. By June 1 names and addresses of employees sent to County Treasurer.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.
2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.
3. Bond payment due by July 15 (Bond of 2004).

August

1. Finalize budget estimate, plan for public hearing and budget adoption, and approve budget for advertising.
2. First publication of library budget at least 10 days before pre-adoption hearing. Second publication one week later. Public hearing is held at least 3 days after second publication, usually at the special end of August board meeting and 10 days before library board meets to adopt budget.
3. Objection petition filed by ten or more taxpayers no more than 7 days after public hearing.
4. Estimates of net assessed valuation and of taxes to be distributed during last six months of year is (usually) furnished by auditor for use in preparing ensuing year's budget (in recent years this has NOT been available).
5. Update nonresident annual fee.

September

1. Budget is adopted, usually at the regular September board meeting but at least ten days after

public hearing on or before September 20.

2. Library budget is submitted to County Auditor two days after adoption.
3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. Nominating committee prepares slate of officers for following year.
2. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

November

1. Nominating Committee presents slate of officers at board meeting.
2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates.
3. Assistant treasurer is selected by board.
4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

December

1. Election of officers.
2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!
3. Library receives last installment of property, CVET, excise & financial institution tax revenues.
4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.
5. Provide board with board meeting schedule for following year.
6. Create Board Policy Review Schedule for following 2 years.
7. By December 1 names and addresses of employees sent to County Treasurer.
8. Director distributes list of ensuing years' holidays.

**Bylaws of the Board of Trustees
of the
Jasper County Public Library**

ARTICLE I

ORGANIZATION

- Section 1 **Name.** The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."
- Section 2 **Organization.** The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.
- Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.
- Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.
- Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings.** Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)

Approval of agenda format and of consent agenda items

General business

Director's Report

Items for future agendas

Public forum

Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, stepparents, stepbrothers, stepsisters, and stepchildren. A special exception may be granted by the Board for a close relative employed on an irregular and very limited basis.

ARTICLE XII

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/11; reviewed 9/12

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
AMALONG, Rebecca	Tech Services Librarian - R				
BARKO, Donna	Library Spec I - R				
BARTON, Angela	YS Spec 3 - R				
BEEDLE, Marlene	Specialist 1 - D				
BRISTOL, Evelyn	Y.S. Spec - D				
BRYANT, Marina	Page - R				
CAPEHART, Rebecca	Page - R				
CARR, Renee	Spec 1 - D				
CAVINDER, Rachael	Y.S. Spec 3 - W				
De VRIES,Carolynn	Asst 1 - W				
DEJONG, Derek	Asst Janitor-R				
DEL VECCHIO, Yvonne D	Spec Serv Asst 1-D				
DELGER, Kimberly (Kim)	Assistant 2 - D				
DURAN, Emily	Library Spec - R				
EDELMAN, Rebekah	Page - R				
EVANS, Gail	Business Mgr - R				
FLOYD, Brittney	Page - R				
GILMORE, Rayann	Library Asst 2 - R				
HAUSENFLECK, Karla	Clerk - D				
HAVENS, Denise	Clerk - D				
HUDDLESTON, Jamie Lee	Page - D				
JONES, Jamie	Library Asst 2 - R				
JONES, Margaret	Janitor - W				
KOOY, Diana	Agency Lib. 1 - W				
KRISTOFF, Deborah	Clerk - W				
LAMBERT, Jean	Asst. Janitor/TS LA1- R,W				
LILLY, Annette	Clerk-R				
LITTLE, James	Maintenance-W				
LUKE, Todd	Maintenance - R				
MAXWELL, Sheila	Systems Admin - R				
MOLENAAR, Mary	TS Specialist 1 - R				
OPOLSKI, Diane (Dee)	Library Asst 2-W				
PHILLIPS, Nancy	Y.S Asst - R				
POORTENGA, Linda	HQ Librarian - R				
POSTMA, Benjamin	Page - D				
REASONER, Beth	YS Asst - D				
RUCKER, Marilyn	Clerk - W				
SALYER, Beth	Clerk - R				
SCHOON, Shelby	Page - W				
SHIELDS, Stephanie	Clerk - R				
SMITH, Cindy	Clerk - R				
SMITH, Melissa	Clerk - R				
SPEACHT, Nanette	Lib. Asst 1 - W				
STARKEY, Keegan	Page - D				
STEELE, Robin L	Clerk -W				
STRINGFELLOW, Patty	Director - R				
SUE, Carolyn	Janitor-R				
TACHTIRIS, Jill	Ref. Spec 2 - D				
THOMPSON, Brenda	Agency Lib 1 - D				
THOMPSON, Linda	Assistant 2 - W				
TOBIAS, Sue	H/R Specialist				
WIDNER, Melissa	Library Spec 3 - R				

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL PHONE
WOODS, Peggy	T.S. Specialist 3 -R				
WYNKOOP, Dorene	Clerk - W				
ZELLON, Joseph	Courier				
ZELLON, Kathleen	Clerk - D				

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 9, 2012, 6pm
Rensselaer Public Library

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Accounting Practices for 2012 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 13)	Action
Designate Newspapers for Publishing Notices (R 35)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2012 (R 7)
Policy Review
Long Range Plan Revision (R 20)
Workshop Request (R 36)

General Business

Board Member Oath of Office- Janet Umlauf (R 36)	Action
Conflict of Interest (R 15; R 36)	Information
Committee Assignments (R 36)	Information

Director's Report (R 35-R 39)

Information

Items for Future Agendas

Public Forum

Adjournment

Minutes.....December 28, 2011
Meeting of the Jasper County Public Library Board 9:00 AM
Rensselaer Library

Present: Natalie Waling, Janet Umlauf, Jody Melton, Deana George, Patty Stringfellow

On a motion by J. Umlauf, seconded by D. George, the Board unanimously approved year-end bills; transfers in the Operating Fund, Library Improvement Reserve Fund, and Capital Projects Fund; and 2011 encumbrances in the Operating Fund.

With no further business, the meeting adjourned at 9:25 AM on a motion by J. Umlauf.


Attest: Jody Melton


Janet Umlauf, Secretary

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

December 12, 2011
Rensselaer Library

Present: Jody Melton, Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Janelle Harper, Deana George, Patricia Stringfellow, Gail Evans

Absent: Natalie Waling.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, and Salary Ordinance update were approved on a motion by M. Sayler and seconded by D. George. Motion passed.

2012 Health Insurance: Health premium quotes for 2012 came in 69% over 2011 rates. In recent years health insurance costs have been flat. We allowed for a 10% increase in 2012, budgeting \$98,002 for insurance. When quotes came in with a high increase the library solicited quotes from local agents, looked at other insurance company plans, and studied many plans offered by Anthem (our current provider) to arrive at the most affordable plan for staff and library. We were advised by an actuary to only offer a single option rather than a buy-up plan to keep future premiums down. Four plans were presented for the board's consideration ranging from a 29%-46% increase, with \$1000 to \$1500 deductibles, increases in Office Visit co-pay, out of pocket expense, and higher prescription plan than in previous years. All plans pay 100% for preventative services. Option 20 with RxV plan was the most affordable for staff and the library with a \$1500 deductible, OV \$25, \$5000 Out of Pocket, and \$15/45/75 for prescriptions. The library's estimated annual cost with this plan would be \$110,942.40 with an 80% contribution. There is ample money in the appropriation, Transfer to LIRF (3.94), which could be transferred to cover any overages in health insurance. A firm quote has not yet been received by Anthem for this plan but our agent has indicated that the cost for the employee would be approximately \$115.56 per month or an increase of \$27 per month over the current rate. T. Schultz moved, seconded by M. Sayler, to offer Option 20 with RxV. Motion passed unanimously.

2012 Salary Increase: The 2012 Budget was written to support a 3% salary increase. In the past 3-4 years staff has received a 2% increase annually. On a motion by T. Schultz the board approved a 3% increase in salaries for staff. J. Umlauf seconded the motion. Motion passed. Earlier this year the board discussed director's salary. J. Umlauf moved, seconded by M. Sayler to increase the director's salary to \$60,000. Motion passed.

Transfer to LIRF: The 2011 budget appropriation for this line item (3.94) is \$50,000. In analyzing this year's expenditures, primarily repairs and improvements, LIRF Fund balances, and cash flow status, the recommendation is to transfer \$35,000. D. George moved, seconded by M. Sayler, to transfer \$35,000 from Transfer to LIRF to the LIRF Fund. Motion passed unanimously.

Election of Officers-2012: J. Umlauf made a motion to approve the slate of officers namely, N. Waling - President, J. Melton - Vice-President, J. Umlauf - Secretary, D. George - Treasurer, and M. Sayler - Asst. Treasurer as presented at the November meeting. J. Harper seconded the motion. Motion passed.

Final Board Meeting of 2011: On December 28, 2011 at 9:00 AM at the Rensselaer Library the board will meet to approve final year-end bills, any encumbrances, and transfers. M. Sayler, N.

Waling, D. George, and J. Melton will make up the quorum to conduct business. T. Schultz will be available if needed.

Director's Report: The revised parking lot expansion plans were resubmitted and approved with the 'green' approach. We have a letter confirming this. We will continue work on this project in 2012. H. Mohler will provide revised estimates for the Board, and we will ask attorney Ed Dumas to assist, seeing that permits and processes are in order and serving as our counsel. P. Stringfellow met with E. Dumas at the end of November to update him on the project.

We are alive with Overdrive as of Nov 30th. This is an eBook download service for our patrons. During the first day there were 10 downloads. Staff is very pleased with this new service.

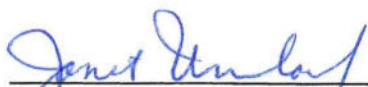
The Indiana State Library has advised that, based upon the 2010 Census, the service population for the Jasper County Public Library has changed. The new population of our service area is 31,525. We experienced a 12.8% increase (3578 people). Our previous population was 27,947. We remained a Class B Library. The State Library is responsible for calculating our service area population. This increase in service population may lead to increased costs for purchases of online databases and/or movie licenses based on our population.

We were denied an SIA Grant for automatic doors. With a pledge of \$2000 from the DeMotte Friends towards automatic doors, we did have them installed at DeMotte Library earlier this month. The library's portion was a little more than \$900. The cost for automatic doors at Rensselaer Library is considerably more expensive but will be addressed too.

When the tiles in the entry were being removed, mold was discovered in several areas of drywall. Moisture apparently seeped between the cracked grout causing the mold problem. Also, mold was found around the basin in the janitor's room because of inadequate flashing. The mold has been remediated by Americlean personnel. Mold was also found behind the boiler and was contained. When the boiler is replaced, new dry wall can be installed at that time. Our maintenance person is replacing with mold resistant dry wall and making the necessary repairs. Wall paper has been removed and walls will be painted. The library may be closed a day or two here or there as tile is replaced in the foyer and public restrooms.

Future Agendas: Parking Lot

Adjournment: With no further matters for discussion J. Melton adjourned the meeting at 6:50 PM.



Janet Umlauf, Secretary



Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
December 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	10	0	0	10
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	9	1	0	10
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	39	6	1	46
Blu-Ray (DBR)	28	0	0	28
Books on CD (DBKCD)	152	12	7	171
Books on Tape (DBKT)	2	0	0	2
Compact Disc (DCD)	221	22	6	249
Digital Audiobooks (DDA)	0	0	0	0
DVD (DDVD)	1219	20	10	1249
Equipment (DEQP)	75	1	0	76
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	53	0	0	53
Fiction (DFIC)	710	24	27	761
Fiction Fantasy (DFICF)	11	4	0	15
Fiction Mystery (DFICM)	105	11	2	118
Fiction New (DFICNEW)	495	13	17	525
Fiction Science Fiction (DFICSF)	11	3	0	14
Fiction Western (DFICW)	41	0	0	41
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	27	0	3	30
Hanging Bags (DHANG)	13	0	0	13
ILL (DILL)	44	0	1	45
Internet (DINTER)	839	0	0	839
Juv. Audio book (DJAUDB)	19	0	0	19
Juv. Biography (DJBIO)	10	7	0	17
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	11	0	0	11
Juvenile Easy (DJE)	493	16	11	520
Juv. Easy Non-fiction (DJENF)	14	2	1	17
Juv. Easy Reader (DJER)	231	5	2	238
Juv. Fiction (DJFIC)	345	7	3	355
Juv. Holiday books (DJHOL)	146	1	12	159
Juv. Magazine (DJMAG)	17	0	0	17
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	205	16	5	226
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	59	1	0	60

Large Print Fiction (DLPF)	201	6	1	208
Large Print Nonfic (DLPNF)	5	0	0	5
Magazine (DMAG)	608	0	0	608
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	0	2	12
Nonfiction 100 (DNF100)	19	3	0	22
Nonfiction 200 (DNF200)	32	3	1	36
Nonfiction 300 (DNF300)	45	2	6	53
Nonfiction 400 (DNF400)	12	1	0	13
Nonfiction 500 (DNF500)	16	0	0	16
Nonfiction 600 (DNF600)	144	7	4	155
Nonfiction 700 (DNF700)	38	0	2	40
Nonfiction 800 (DNF800)	7	4	1	12
Nonfiction 900 (DNF900)	58	3	0	61
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	83	0	0	83
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	152	7	3	162
Nonfiction VHS (DNFVHS)	1	0	0	1
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	0	0	10
Software (DSWAR)	42	1	2	45
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	57	0	1	58
YA Audio book (DYAUDB)	5	0	0	5
YA Biography (DYAB)	1	2	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	176	14	9	199
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	0	2	9
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	0	0	6
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	30	2	35
Blu-Ray (RBR)	0	38	0	38
Books on CD (RBKCD)	1	117	4	122
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	239	5	247
Digital Audiobooks (RDA)	0	3	0	3
DVD (RDVD)	11	2057	10	2078
Equipment (REQP)	0	78	0	78
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	47	1	48
Fiction (RFIC)	28	559	14	601
Fiction New (RFICNEW)	25	373	15	413

Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	82	3	85
Hanging Bag (RHANG)	0	17	0	17
ILL (RILL)	0	40	0	40
Internet (RINTER)	0	1554	0	1554
Juv. Audio book (RJAUDB)	0	7	0	7
Juv. Biography (RJBIO)	0	55	2	57
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	12	0	12
Juvenile Easy (RJE)	7	611	4	622
Juv. Easy Non-fiction (RJENF)	0	64	0	64
Juv. Easy Reader (RJER)	0	207	2	209
Juv. Fiction (RJFIC)	3	342	7	352
Juv. Magazine (RJMAG)	0	11	0	11
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	260	3	267
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	94	0	94
Large Print Fiction (RLPF)	21	172	2	195
Large Print Nonfic (RLPNF)	0	4	0	4
Magazine (RMAG)	1	404	3	408
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	3	0	4
Non-Fiction 100 (RNF100)	0	13	2	15
Non-Fiction 200 (RNF200)	3	36	0	39
Non-Fiction 300 (RNF300)	3	65	2	70
Non-Fiction 400 (RNF400)	1	8	0	9
Non-Fiction 500 (RNF500)	0	37	1	38
Non-Fiction 600 (RNF600)	7	121	9	137
Non-Fiction 700 (RNF700)	1	47	1	49
Non-Fiction 800 (RNF800)	0	12	0	12
Non-Fiction 900 (RNF900)	2	45	1	48
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	3	121	0	124
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	14	203	12	229
Nonfiction VHS (RNFVHS)	2	19	0	21
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	3	0	3
Software (RSWAR)	0	45	0	45
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	9	0	9
YA Audio book (RYAUDB)	1	13	0	14
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	188	8	201
YA Music CD (RYACD)	3	118	0	121
YA Nonfiction (RYANF)	0	12	0	12
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	2	18	23
Blu-Ray (WBR)	1	0	22	23
Books on CD (WBKCD)	9	6	162	177
Books on Tape (WBKT)	1	2	10	13
Compact Disc (WCD)	8	18	207	233
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	13	37	1475	1525
Equipment (WEQP)	0	0	35	35
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	32	32
Fiction (WFIC)	20	14	271	305
Fiction Fantasy (WFICF)	1	0	0	1
Fiction Mystery (WFICM)	8	3	69	80
Fiction New (WFICNEW)	22	19	266	307
Fiction Science Fiction (WFICSF)	0	1	2	3
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	16	16
Hanging Bags (WHANG)	0	2	6	8
ILL (WILL)	0	0	42	42
Internet (WINTER)	0	0	711	711
Juv. Audio book (WJAUDB)	2	1	12	15
Juv. Biography (WJBIO)	0	1	11	12
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	2	10	12
Juvenile Easy (WJE)	16	17	396	429
Juv. Easy Non-fiction (WJENF)	1	0	26	27
Juv. Easy Reader (WJER)	0	4	111	115
Juv. Fiction (WJFIC)	18	8	234	260
Juv. Magazine (WJMAG)	3	0	7	10
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	1	15	106	122
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	2	67	70
Large Print Fiction (WLPF)	21	13	106	140
Large Print Nonfic (WLPNF)	5	1	6	12
Magazine (WMAG)	5	0	281	286
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	1	0	15	16
Non-Fiction 200 (WNF200)	2	4	15	21
Non-Fiction 300 (WNF300)	5	3	20	28
Non-Fiction 400 (WNF400)	0	0	2	2

Non-Fiction 500 (WNF500)	0	3	14	17
Non-Fiction 600 (WNF600)	3	12	100	115
Non-Fiction 700 (WNF700)	0	0	37	37
Non-Fiction 800 (WNF800)	0	1	6	7
Non-Fiction 900 (WNF900)	0	1	38	39
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	0	61	61
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	8	8	102	118
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	10	10
Software (WSWAR)	0	0	25	25
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	1	0	107	108
YA Audio book (WYAUDB)	0	0	3	3
YA Biography (WYAB)	0	2	1	3
YA Books on CD (WYABKCD)	0	0	9	9
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	19	153	184
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	2	33	36
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7740	9046	5734	22520

CIRCULATION BY HOLDINGS CODE
December 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	10	0	0	10
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	9	1	0	10
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	45	38	21	104
Blu-Ray (BR)	0	0	0	0
Books on CD (BKCD)	162	135	173	470
Books on Tape (BKT)	3	2	10	15
Compact Disc (CD)	232	279	218	729
Digital Audiobooks (DA)	0	3	1	4
DVD (DVD)	1243	2114	1495	4852
Equipment (EQP)	75	79	35	189
See librarian (ERR)	0	0	0	0

Express Book (EXP)	53	47	33	133
Fiction (FIC)	758	597	312	1667
Fiction Fantasy (FICF)	12	4	0	16
Fiction Mystery (FICM)	113	14	71	198
Fiction New (FICNEW)	542	405	298	1245
Fiction Science Fiction (FICSF)	11	4	2	17
Fiction Western (FICW)	41	0	5	46
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	27	82	22	131
Hanging Bags (HANG)	13	19	6	38
ILL (ILL)	44	40	43	127
Internet (INTR)	839	1554	711	3104
Juv. Audio book (JAUDB)	21	8	12	41
Juv. Biography (JBIO)	10	63	13	86
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	11	14	10	35
Juvenile Easy (JE)	516	644	411	1571
Juv. Easy Non-Fiction (JENF)	15	66	27	108
Juv. Easy Reader (JER)	231	216	115	562
Juv. Fiction (JFIC)	366	357	244	967
Juv. Holiday (JHOL)	146	1	12	159
Juv. Magazine (JMAG)	20	11	7	38
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	210	291	114	615
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	60	97	67	224
Large Print Fiction (LPF)	243	191	109	543
Large Print Nonfic (LPNF)	10	5	6	21
Magazine (MAG)	614	404	284	1302
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	11	3	6	20
Non-Fiction 100 (NF100)	20	16	17	53
Non-Fiction 200 (NF200)	37	43	16	96
Non-Fiction 300 (NF300)	53	70	28	151
Non-Fiction 400 (NF400)	13	9	2	24
Non-Fiction 500 (NF500)	16	40	15	71
Non-Fiction 600 (NF600)	154	140	113	407
Non-Fiction 700 (NF700)	39	47	40	126
Non-Fiction 800 (NF800)	7	17	7	31
Non-Fiction 900 (NF900)	60	49	39	148
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	86	121	61	268
Nonfiction (NFIC)	0	0	1	1
Nonfiction New (NFNEW)	174	218	117	509
Nonfiction VHS (NFVH)	3	19	0	22
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2

Reference (REF)	53	53	69	175
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	3	10	23
Software (SWAR)	42	46	27	115
Vertical File (VF)	0	0	0	0
VHS	58	9	108	175
YA Audio book (YAUDB)	6	13	3	22
YA Biography (YAB)	1	4	1	6
YA Books on CD (YABKCD)	0	0	9	9
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	193	221	170	584
YA Music CD (YACD)	3	118	0	121
YA Nonfiction (YANF)	8	14	35	57
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	1	0	7
				0
Free reads	561	195	143	899
Games/Puzzles	1	13	0	14
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8324	9268	5924	23516

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2340	1458	973	4771
Nonfiction	746	792	550	2088
CHILDREN'S BOOKS				
Fiction	1192	1315	837	3344
Nonfiction	384	421	166	971
YA BOOKS				
Fiction	221	303	192	716
Nonfiction	9	18	36	63
Magazines, Adult	614	404	284	1302
Magazines, Children	20	11	7	38
Sound Recordings, adult	403	432	414	1249
Sound Recordings, ch	48	159	28	235
Online databases	0	0	0	0
Software	42	46	27	115
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1390	2263	1664	5317
Equipment	75	79	35	189
Total	7484	7701	5213	20398
A-V Circulation	1883	2900	2133	6916
A-V Circulation as % of total	25.2%	37.7%	40.9%	33.9%

December 2011

DEMOTTE

WHEATFIELD

**Total
Circ.**

END OF MONTH:

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned

73,845

63,877

47,938

Circulation Increase/Decrease

-8.8%

-6.3%

-13.6%

MONTHLY SYSTEM STATISTICS

2010

2011

% change

Current month's Circulation

22,462

20,398

-9.2%

Jan. to date circulation

333,540

304,104

-8.8%

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 2011

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	154	33	140	30	264	57	558	121
LOCAL HISTORY								
In person	5	1	7	2	0	0	12	3
Letters written	0	0	73	73	0	0	73	73
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	839	35	1554	65	711	30	3104	129
Computer software used	121	10	89	7	61	5	271	23
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	15	2	0	0	18	2
CD ROM/Online databases	161	13	314	26	96	8	571	48
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	3	1	0	0	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	26	26	9	6	0	0	35	23
Notarized documents	0	0	3	1	2	1	5	1
Meeting Room Use (no. of group	34	11	29	10	21	7	84	28
Study room use	24	2	17	1	38	3	79	7
Proctoring	4	2	2	1	0	0	6	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							284	
IN-HOUSE USE ITEMS	69		215		148		432	
WIRELESS USE via patron owned pcs	360		362		181		903	
SELF-CHECKOUT USE	185		567		416		1168	
INTERLIBRARY LOANS								
Requests made for:	67	17	56	14	42	11	165	41
Items rec'd for:	53	27	53	27	69	35	175	88
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8242	8425	4795	21462
Non-resident, paying	1	5	0	6
PLAC card users	0	3	0	3
Reciprocal borrowers	385	418	92	895
Number of New Patrons Added	43	40	15	98

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	4	24	0	0	2	12	6	36
Children's Programs (0-13)	2	12	10	60	7	42	19	114
Number attending	255		97		174		526	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	16		4		18		38	
Adult Programs	2	12	1	6	0	0	3	18
Number attending	217		45		41		303	
Senior Citizen Programs	9	54	2	12	3	18	14	84
Number attending	104		33		42		179	
Total Number of Programs	17	102	14	84	13	78	44	264
Total Persons Attending	592		179		275		1046	
Total Attending Same Month Last '10	110		244		229		583	
Total Staff Hours Spent		280		350		234	864	855
Total Number of In-House Programs	11		11		10		32	
Total Attendance	290		113		138		541	
Total Number of Outreach Programs	6		3		3		12	
Total Attendance	302		66		137		505	

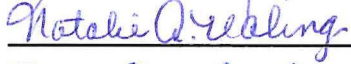
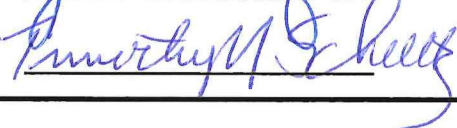
CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5582	74.8%	4862	63.1%	3526	68.3%	13970	68.7%
Corporate	0	0.0%	84	1.1%	0	0.0%	84	0.4%
Juvenile 0-11	80	1.1%	158	2.1%	65	1.3%	303	1.5%
Juvenile-AV	797	10.7%	995	12.9%	706	13.7%	2498	12.3%
Nonresident No Fee	17	0.2%	39	0.5%	35	0.7%	91	0.4%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	224	3.0%	365	4.7%	119	2.3%	708	3.5%
Reciprocal Juvenile	0	0.0%	9	0.1%	0	0.0%	9	0.0%
Reciprocal Juvenile AV	37	0.5%	26	0.3%	5	0.1%	68	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	1	0.0%	2	0.0%	3	0.0%
School	0	0.0%	11	0.1%	0	0.0%	11	0.1%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	6	0.1%	2	0.0%	8	0.0%
Staff	448	6.0%	753	9.8%	463	9.0%	1664	8.2%
Walking books	37	0.5%	45	0.6%	0	0.0%	82	0.4%
YA 12-17	9	0.1%	63	0.8%	20	0.4%	92	3.6%
YA-AV	232	3.1%	281	3.6%	223	4.3%	736	3.6%
Total	7463		7700		5166		20329	
All items borrowed by nonresidents	278	3.7%	459	6.0%	163	3.2%	900	4.4%

2012 Salary Ordinance

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Annual Gross Salary
Amalong, Rebecca	TS Librarian	1/1	40	\$20.51	\$42,660.80
Barko, Donna	Spec 1	1/1	35	\$12.84	\$23,368.80
Barton, Angela	Lib 1	1/1	35	\$16.51	\$30,048.20
Belle, Marlene	Spec 1	1/1	32	\$17.98	\$29,918.72
Bliss, Evie	YS Spec 3	1/1	35	\$16.66	\$30,321.20
Bryant, Marina	Page-R	1/1, 3/16, 9/16	10	\$7.35/7.45/7.55	\$3,878.00
Capehart, Rebecca	Page-R	1/1	10	\$7.85	\$4,082.00
Carr, Renee	Spec 1	1/1	10	\$18.66	\$9,703.20
Cavinder, Rachael	Spec 3	1/1	35	\$17.62	\$32,068.40
DeJong, Derek	Janitor-R	1/1	10	\$11.97	\$6,224.40
DeVries, Carolyn	Asst 1	1/1	24	\$10.83	\$13,515.84
Del Vecchio, Yvonne	Asst 1	1/1	32	\$11.35	\$18,886.40
Delger, Kim	Asst 2	1/1	32	\$12.88	\$21,432.32
Duran, Emily	Spec 1	1/1	40	\$16.15	\$33,592.00
Edelman, Rebekah	Page-R	1/1	10	\$8.00	\$4,160.00
Evans, Gail	Bus. Mgr	1/1	40	\$21.87	\$45,489.60
Floyd, Brittney	Page-R	1/1, 4/1, 10/1	10	\$7.35/7.45/7.55	\$3,874.00
Gilmore, Rayann	Asst 2	1/1	40	\$12.74	\$26,499.20
Hausenfleck, Karla	Clerk-D	1/1, 5/16	12	\$9.59/ \$9.69	\$6,023.76
Havens, Denise	Clerk-D	1/1	24	\$11.31	\$14,114.88
Huddleston, Grace	Page -D	1/1, 4/16, 7/16	10	7.25/7.35/7.45	\$3,835.00
Jones, Jamie	Asst. 2	1/1	40	\$12.77	\$26,561.60
Jones, Margaret	Janitor - W	1/1	14	\$11.53	\$7,542.99
Kooy, Diana	Lib 1	1/1	40	\$22.18	\$46,134.40
Wheatfield Clerk	Clerk - W	1/1, 4/1, 7/1	14	9.53/9.63/9.73	\$7,028.84
Kristoff, Deborah	Clerk - D	1/1	17	\$9.89	\$8,742.76
Lambert, Jean	Asst 1-TS	1/1	8	\$10.58	\$4,401.28
Lambert, Jean	Jan - D & W	1/1	32	\$11.91	\$19,818.24
Lilly, Annette	Clerk-R	1/1	17.5	\$9.98	\$9,081.80
Little, James	Maintenance-W	1/1	3	\$12.75	\$1,989.00
Luke, Todd	Maintenance-R	1/1	6	\$12.75	\$3,978.00
Maxwell, Sheila	Sys Adm	1/1	40	\$27.32	\$56,825.60
Molenaar, Mary	Spec. 1	1/1	40	\$13.63	\$28,350.40
Opolski, Diane	Asst 2	1/1	32	\$16.28	\$27,089.92
Orson, Kim	Page - W	1/1, 4/16, 7/16	9	\$7.25/7.35/7.45	\$3,451.50
Orson, Nancy	Asst 2	1/1	35	\$12.62	\$22,968.40
Poortenga, Linda	Lib 3	1/1	40	\$23.03	\$47,902.40
Postma, Benjamin	Page - D	1/1, 5/1	10	\$7.45/\$7.55	\$3,909.00
Reasoner, Beth	Asst 2	1/1	35	\$13.34	\$24,278.80
Rucker, Marilyn	Clerk - W	1/1, 4/16	14	\$9.59/\$9.69	\$7,033.32
Salter, Beth	Clerk-R	1/1	15.5	\$12.49	\$10,066.94
Schoon, Shelby	Page-W	1/1, 5/1	9.0	\$7.45/\$7.55	\$3,518.10
Shields, Stephanie	Clerk-R	1/1	12	\$9.90	\$6,177.60
Smith, Cynthia	Clerk - R	1/1	29	\$9.89	\$14,914.12
Smith, Melissa	Clerk	1/1	12	\$9.89	\$6,171.36
Speacht, Nanette	Asst 2	1/1	32	\$13.72	\$22,830.08
Starkey, Keegan	Page - D	1/1, 2/16, 8/16	10	7.35/7.45/7.55	\$3,886.00
Steele, Robin	Clerk-W	1/1	14	\$10.29	\$7,491.12
Stringfellow, Patty	Director	1/1	40	\$28.85	\$60,000.00
Sue, Carolyn	Janitor-R	1/1	20	\$11.97	\$12,448.80
Tachtiris, Jill	Ref Spec 3	1/1	40	\$18.93	\$39,374.40
Thompson, Brenda	Lib 3	1/1	40	\$22.68	\$47,174.40
Thompson, Linda	Asst 2	1/1	32	\$15.00	\$24,960.00
Tobias, Sue	HR Spec 3	1/1	32	\$16.13	\$26,840.32
Widner, Melissa	Spec 3	1/1	40	\$15.90	\$33,072.00
Woods, Margaret	Spec 3	1/1	40	\$18.78	\$39,062.40
Wynkoop, Dorene	Clerk-W	1/1	14	\$10.20	\$7,425.60
Zellon, Joe	Courier	1/1	10	\$13.38	\$6,957.60
Zellon, Kathleen	Clerk-D	1/1	12	\$10.45	\$6,520.80
T.S. Assistant	Asst 1-TS	1/1	8	\$10.58	\$4,401.28
TOTAL			1,426	\$15.43	\$1,144,077.89

We have examined and approved the year 2012 Jasper County Public Library Salary Ordinance dated January 9, 2012.

Director's Financial Report 2011

The library began the year with \$2,660,076.42 for all funds and ended with \$2,670,981.57, a gain of \$10,905.15.

In 2011 we felt the results of a poorer economy with tax revenues decreasing by over \$140,000 from the prior year. This has had a direct bearing on our cash flow balance. Operating Fund disbursements also outweighed our receipts by more than \$250,000 with the library only spending 93.8% of our Operating Fund budget.

We began 2011 with \$658,796.81 in the Operating Fund. The year ended with a balance of \$402,763.39. As our budget increases, the need for a larger cash flow increases. To sustain an adequate cash flow, we need closer to \$600,000 in the Operating Fund to begin the year. We will be monitoring this very closely in 2012.

Property tax revenues were over 100% of the anticipated amount. DLGF requires the library to receipt the excess, \$32,543.39, into the Levy Excess Fund. We have an additional \$89,451.93 from the previous year in Levy Excess Fund. We anticipate that DLGF will have the library transfer this latter amount into Operating. This will help increase our cash flow.

License Excise tax was significantly up in 2011 by 241%. CVET (Commercial Vehicle Excise Tax) and Financial Institution Tax were also slightly more than expected. CAGIT (County Adjusted Gross Income Tax) and LOIT Freeze (Local Option Income Tax) was right on target.

The IN State Library electronically transferred \$8973 into JCPL's bank account for the State Technology Fund Grant (7/1/11-6/30/12). This will pay for 82.8% of our Internet connections.

The board approved the transfer of \$35,000 from the 2011 Operating Fund into LIRF in December giving us a reserve of \$236,626.60.

The library chose not to write a CPF plan for future years. We have a balance of \$1,214,624.03 in CPF.

Interest rates have been going down throughout the year. Our sweep account at Alliance Bank has steadily decreased from a high of .55% to .35%. We were fortunate to be able to invest \$1,000,000 of CPF and \$250,000 of Rainy Day funds from 1.31-1.35% for one year. The Investment Report is included in the board packet.

We believe the overall financial picture of the library for 2012 will be positive. We only budgeted for Operating, BIRF, and LIRF. Therefore, we expect more tax revenues to be targeted for the Operating Fund (LIRF does not received tax revenues). We expect our cash flow for the Operating fund to improve because of this decision.

Accounting Practices for 2012

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) is to be separately invested and interest credited back to the same account. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Mari Anne Sayler will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank, DeMotte State Bank, and PNC are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 9th day of January, 2012.

NAY

AYE

Deana K. Borge
Mari Anne Layler
Judy Melton
Natalie D. Walinga
Janet Umlauf
Erin M. Schmitt
Paula A. Harper

ATTEST:

Janet Umlauf
Secretary of Appropriating Body

R15

LAW OFFICES
DUMAS, WEIST & MAHNESMITH

AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION

119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM
RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FWLER, IN 47944
(765) 884-1840
FAX (765) 884-8450

THOMAS B. DUMAS
(1918-1998)
WILLIAM J. MORIARTY, JR.
(1939-1993)

(219) 866-4158
FAX (219) 866-2274
edd@nwils.com
kentm@nwils.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

**Jasper County Public Library
Long Range Plan 2010-2014**

Our Mission Statement

The Jasper County Public Library's mission is
to inform, enrich and empower our diverse community.

Introduction

In order to fulfill our mission, we must first consider where we are and then consider where we are going. For the past two years we have pondered those very questions and drafted this, our Long Range Plan 2010-2014, which will be our road map for the next five years.

Public libraries today are facing challenges on many fronts. As we consider our diverse community and the data we collected in our User/Non User Survey in 2008 and our Staff Survey in 2009, our areas of focus for the next five years will be:

- our staff
- marketing
- our facilities
- library products/services/programs

In each area of focus community need, funding, and technology will be important considerations.

As with any journey, we recognize there will be twists and turns along the way and perhaps a need to change course. We recognize that a Long Range Plan is a living, breathing document, as dynamic as the community we serve. To help us stay on course and also recognize when portions of the course must change, we will assess our progress along the way, specifically every three months at our Staff and Board meetings. What have we accomplished? What work still needs to be done? Have our communities changed? Have the needs changed? Have community needs changed? We will measure and record our progress. We, our community, Board, and staff will make this journey together. Library Board and Staff are committed to the success of this plan.

Our Role

- The Library provides easy access to:

Books	Audio Books/Playaways/Ebooks
Magazines	Computer Software
Newspapers	Research Materials
CDs	Wired & Wireless Internet
VHS/DVDs/BluRays	Computers/Printers/Scanners

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- Trained staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.

- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

(Adopted 1/17/95; revised 9/11)

I. Annual Budget (2012):

Operating \$2,266,675; Debt Service Fund \$317,848; and Library Improvement Reserve Fund \$56,082

II. Facilities

Jasper County Public Library serves all of Jasper County, Indiana except for Carpenter Township and Remington, with the headquarters library in Rensselaer and branches in DeMotte and Wheatfield.

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately **17,000 square feet** each. Estimated current value of the Rensselaer library is \$3,783,907. Estimated current value of the DeMotte Library is \$3,495,448 (includes building, contents, outside structures). The Wheatfield Library (350 S. Bierma Street) built in 2005 is **14,900 square feet**. Estimated current value is \$3,073,695. All three buildings are in good condition. The library district does not own any real estate other than described above.

III. Services/ Public Programming

Registered card holders may check out numerous items from our libraries: books, magazines, newspapers, audio books, music CDs, computer software, and entertainment and educational DVDs. The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows more than 2,200 items per year from other libraries across the country through interlibrary loan.

The libraries offer a large and varied selection of programs for persons of all ages including Summer Reading programs, author visits, book and film discussions, children's story hours, sign language classes, resume classes, local history and genealogy programs, computer and Internet training classes, blood pressure screenings, and tax assistance for low income persons.

IV. Technology:

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices.

Our automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog that patrons can use to place holds on materials, renew materials, and access their patron account information. We also offer one self-checkout station at each library as a means to fulfill the needs and expectations of our technologically astute library users.

The Library has a home page on the World Wide Web (www.myjcpl.org) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 52 public workstations now have Internet access. Patrons use Internet workstations to file their taxes, search and apply for jobs, do their online banking, renew their license plates, file financial aid forms, take exams, plan a vacation, search for consumer and health information, and for other tasks too numerous to mention.

In addition, a wide-area network allows patrons at all three libraries to access valuable digital collections and allows staff to share files with each other. Patrons at all three libraries have access to all electronic resources from most public workstations. Most of the digital collections leased by the library are also available to patrons from their home or office computers.

All of our libraries provide access to word processing software, children's electronic books, educational programs, and games. The DeMotte and Rensselaer libraries offer access to CD-ROM databases specifically related to Genealogy. In 2006 we digitized a collection of historically significant documents that were the property of Rensselaer resident Robert Huston Milroy, a prestigious Civil War general. These images are accessible via our library website and are useful to Civil War scholars.

Patrons have access to wireless Internet service at all three libraries. This allows patrons to bring their own laptops and other portable electronic devices into our libraries and access the Internet via their own equipment.

The Library owns 4 LCD projectors that may be used in any of our meeting rooms by groups reserving our meeting rooms. One projector may also be rented for use outside the library.

The Library has a portable computer lab that contains 10 laptop computers, an LCD projector, and a printer. The lab is used to provide computer-based instruction to residents of our service area. It may be used at any of our libraries. When it is not being used at any of our locations for a scheduled training session, it is available to businesses and local organizations for hands-

on training for their employees or members. The lab is also available to area colleges who may wish to offer classes using our lab as a satellite location. The lab can only be used in our facilities.

V. Operations:

A seven-member board of trustees governs the library, hiring a Director who manages the day to day operations of the library.

Goals/Objectives

Topic Statement 1: The Library will provide the community with a trained and highly motivated staff with diverse skills who contribute to the achievement of library goals.

Goal/Objective 1: The Library will ensure that staff knows they are the backbone of the library's mission, that they are appreciated, and that their input is considered.

- Library Administration will evaluate benefits for part time employees in 2010.
- Bi-annually the Library Director will review salaries and benefits of area libraries, schools and agencies to ensure salaries and benefits are competitive, beginning in 2011.
- In 2010 the Management Team will determine a means to recognize employees for their contributions and personal achievements.
- Beginning in 2010 Supervisors will seek staff input at monthly staff meetings, and via other alternative means.
- Beginning in 2010 Supervisors will ensure that all staff are in the communication loop, placing special emphasis on library pages and janitorial/maintenance staff.
- As an ongoing activity Supervisors will ensure that all staff members are knowledgeable about library policies and procedures and where such can be found (i.e. binders, library intranet).
- In 2011 Library Administration will evaluate our employee evaluation tool to ensure that it is a tool that provides effective performance feedback and garners employee feedback.
- As an ongoing activity Supervisors will provide adequate and supportive training for new staff members to ensure they reach a minimum level of competency for their position.
- In 2010 the Librarians' Council will investigate the implementation of a circulation trainer in each public service department.

- Managing Librarians will conduct a workload assessment to determine appropriate staffing needs on an annual basis and make a report to the Director in May of each year.
- Beginning in 2010 all staff will work to ensure staff support of decisions.
- Annually in January the Librarians' Council will evaluate staff committees and realign as needed.

Goal/Objective 2: The Library will provide opportunities for professional growth and will encourage staff participation.

- By December 2010, at the direction of their Supervisor, each staff member will create step by step procedures for their specific work tasks and post on the shared drive, updating annually.
- By December 2011, Supervisors will cross train staff members to enable the library to run more smoothly during vacations and leaves and during high traffic times.
- As an ongoing activity Supervisors will ensure that their staff is trained to ensure a basic understanding of technology needed for their own work and to assist patrons.
- As an ongoing activity, the Management Team will coordinate a staff development day to offer training and networking for staff on an annual basis.
- Library Director/Board will budget monies annually for continuing education activities.
- Supervisors will identify staff training needs on an annual basis and assist in locating appropriate training mechanisms.
- All staff, except for janitors and pages, will be encouraged to attend one training activity annually.
- The Management Team, in conjunction with the Training Committee, will seek out a variety of formats and various venues for training and networking opportunities for themselves and those they supervise on an annual basis.
- In 2010 the Grants Committee will investigate means to supplement the library's continuing education budget, with special emphasis on coursework required for children's specialists.
- Supervisors, in conjunction with the Training Committee, will annually seek out training for appropriate library staff in areas such as customer service, time management, publicity and marketing, Spanish, library resources and computer skills.
- By 2012 the Training Committee will develop and implement a training program for all new staff. The training program will also be available as a refresher for existing staff as needed.

- In 2010 the Management Team will investigate means to ensure adequate staffing, to allow staff to attend continuing education opportunities as required.
- Staff, who is required by Indiana law to earn LEUs, will annually acquire at least 1/5 of the total LEUs required in a five year period for their classification.
- In 2010 the Librarians' Council will investigate a way to introduce Lean Principles to staff.

Topic Statement 2: The Library will reach out to the community to increase awareness of its products, resources, and services and communicate that it is always growing and changing with the needs of those it serves.

Goal/Objective 1: The Library will become more visible and be recognized as the go-to source for information, recreation, and personal enrichment.

- As an ongoing activity Library Staff will promote library services to local groups, organizations, businesses and schools, through various means throughout the year.
- Staff responsible for programming will develop outreach programs throughout the year to ensure that members of the community are aware of library resources and services.
- By the beginning of 2012 the Marketing Committee will investigate a method for developing a practical marketing plan and develop one.
- In 2012, the Marketing Committee, in collaboration with Library Board and Staff will create a single library identity, trademark/logo, and brand.
- The Webmaster and the Homepage Committee, in conjunction with all staff, will continually improve and encourage the use of the library's website as a 24/7 branch.
- In 2010 the Marketing Committee will investigate ways to contact new residents to promote library services, programs and collections.
- Managing Librarians will annually evaluate library signage on property and within the community.
- As an ongoing activity the Marketing Committee, Publicity Specialist, and Public Service Staff will utilize existing community mechanisms for marketing, i.e. bank marquee, radio, grocery store bulletin boards, newspaper, cable TV channel, etc.
- By the end of 2010 the Marketing Committee in conjunction with Library Administration will evaluate/revise and re-distribute the brochure that explains how to give or leave money to the Library Fund at the Jasper Foundation.
- Managing Librarians will evaluate library location maps for accuracy and revise as needed.

- As an ongoing measure in March 2010, 2012, and 2014, the Management Team will create and implement a bi-annual user/non-user survey to assess levels of satisfaction with materials, services, programs, and hours of operation.
- Supervisors will encourage staff participation in and collaboration with community organizations and activities as scheduling will allow.
- The Management Team in conjunction with the Marketing Committee will review and revise all promotional materials annually in March.
- In 2011 the Management Team will investigate an electronic mechanism to create/distribute library newsletter.
- The Management Team will identify annually in April segments of the population which may be underserved in regard to library services (due to their lack of knowledge of what's available) and determine whether they have needs the library could meet and how they could be met.
- The Management Team will actively participate in all pertinent state/local planning for the future of Public Libraries in the state of Indiana on an annual basis.

Topic Statement 3: The Library will operate and maintain facilities based on the changing role of the library and the needs of the community.

Goal/Objective 1: The Library will strive to provide a safe and secure environment for staff and library patrons.

- Managing Librarians will test emergency exits annually in April.
- In 2012 the Grants Committee will identify and recommend a funding source for implementing emergency lighting inside the Rensselaer and DeMotte buildings.
- As an ongoing activity the Management Team in conjunction with the Training Committee will ensure that staff is trained in how to handle themselves when encountering a difficult patron or situation and to be aware of not only their own environment but also that of the patrons.
- Managing Librarians will ensure that staff are trained annually in April on building emergency procedures including fire, tornado, and shut off of water and electricity.
- In 2011 Managing Librarians will facilitate labeling of interior room doors for ease of navigation.
- In 2010 The Director, in collaboration with Managing Librarians, will investigate security camera systems and implement in 2011 as budget will allow.
- As an ongoing activity Supervisors will ensure that staff are trained and empowered to manage patron behavior matters and have the ability to consistently enforce guidelines and consequences for patron behavior.
- The Librarians' Council will investigate the necessity for and method for implementation of regular canine building searches in 2011.

Goal/Objective 2: The Library will maintain optimal building maintenance for longevity and appearance and manage the current facilities' resources and space in the best possible manner.

- Managing Librarians, in conjunction with Maintenance staff, will assess the interior and the exterior of their buildings, grounds and lighting, and make written quarterly (March, July, September, December) reports to the director with an end goal of being proactive with necessary repairs.
- By the end of 2010, the Director, in conjunction with Managing Librarians, will facilitate the development of attractive, manageable and affordable landscape schemes for all libraries and make a recommendation to the Board.
- In 2010 the Librarians' Council will evaluate condition of interior spaces (such as countertops, plumbing fixtures, window treatments, etc.), and Director will make a recommendation to the Board in regards to necessary improvements and a potential timeline.
- In 2011 the Director and Department Heads will facilitate the cleaning up/tidying up and improved functionality of interior spaces for optimal efficiency, seeking professional guidance regarding functionality of staff office/workroom space at DeMotte and Rensselaer and making adjustments as budget will allow.
- The Grant Committee will recommend a funding source to provide automatic door openers at Rensselaer and DeMotte Libraries by May 2010 with implementation to occur as funding is available.
- Beginning in 2010 all departments will investigate and implement Go Green initiatives and encourage sustainability.
- In 2013, the Director, in conjunction with Managing Librarians will determine a method for acoustical testing and conduct testing as budget will allow, recommending any necessary modifications to the Board to address noise levels in public and staff areas.
- In 2010, the Director will investigate the feasibility of hiring a Facilities Manager.
- In 2012 Managing Librarians will investigate the need for implementation of an outdoor staff space.
- In 2010 the Director will investigate costs associated with adding additional parking spaces on the east and west sides of the Rensselaer Library and make a recommendation to the Board in regards to implementation.
- In 2013, the Library Board, in collaboration with Director and staff, will determine a long range plan for the DeMotte Library, specifically considering reorientation/renovation of existing facility or building a new facility.

Topic Statement 4: The Library will provide and expand products, services, and programs to meet the needs of the community.

Goal/Objective 1: Library users will find print and non-print collections that engage personal interest and reflect current trends.

- Materials selectors will continue to read journals and seek other sources to stay abreast of trends and public interest, utilizing the Publisher's Weekly Best Seller List as an ordering tool.
- Appropriate staff will annually evaluate the print and non-print collection to ensure a balanced collection that is relevant to the community.
- As a part of collection maintenance, at the direction of Managing Librarians staff will annually engage in de-selection activities, utilizing the Crew Method.
- The Management Team will annually evaluate formats to be added to the collection, considering community need. Formats will be implemented simultaneously in all libraries with Board approval.
- The Management Team will annually consider formats to deselect, or no longer add to our collections and make a recommendation to the Board.

Goal/Objective 2: The Library will evaluate its website and social network components and consider future direction and growth for this department.

- The Management Team, in conjunction with the Web Master and Homepage Committee, will annually evaluate and implement the use of social network sites, changing sites as dictated by user need.
- The Management Team, in conjunction with the Web Master and Homepage Committee will regularly maintain a high level of excellence on the library's website, ensuring that it is eye-catching, easy to navigate and contains a large amount of information on programming and events, improving and upgrading as time and money will allow.
- The Webmaster will maintain the website as a 24/7 department of the library.
- The Homepage Committee, in conjunction with the Management Team, will conduct a web survey bi-annually.
- In June the Web Master will make an annual report to the Board on the status of the website and objectives for the coming year.

Goal/Objective 3: Children, teens, and adults will discover programs and activities that provide quality, recreational experiences and support their interests in popular culture, current events, and lifelong learning.

- Appropriate staff will expand or create relevant, helpful, and entertaining programs for all age groups in our communities on an annual basis.
- As an ongoing activity staff will regularly participate in lifelong learning and literacy initiatives as resources allow.

- The Management Team will ensure that the library's bi-annual survey will assess community satisfaction with library programs and solicit feedback as to desired program topics.
- As an ongoing activity programming staff will stay abreast of popular culture and current events to ensure interesting and relevant programming.

Goal/Objective 4: The Library will investigate and implement current technology relevant to the library to ensure that patrons can access what they need quickly and conveniently.

- The Systems Administrator, in collaboration with the Management Team, will continually evaluate and implement stable and reliable Internet access, wired and wireless, and network connectivity for all libraries.
- The New Technologies Committee will monitor emerging technologies and practices and make recommendations in August to the Management Team as to resources and services most needed in the community.
- The Management Team will continue to monitor and utilize social network and instant messaging options that can be used to interact with our community and each other.
- The Management Team will investigate the need for and the feasibility of adding cable/satellite access at each library and make a recommendation to the Board by December 2012.
- The Librarians' Council will continue to monitor the effectiveness of our automated system.
- In 2010 the Technical Services Librarian, in collaboration with the Management Team, will implement a more user-friendly PAC.
- The Director and Systems Administrator, in collaboration with the Management Team, will review and update the library Technology Plan annually.

Goal/Objective 5: The Library will evaluate genealogy and local history resources and consider future direction and growth for this service.

- By the end of 2011 Genealogy/local history staff will determine a scope for collection development in the area of local history/genealogy that corresponds to community needs.
- Beginning in 2011 Genealogy/Local History Staff will partner with local historical groups in their community to stay abreast of local history matters, avoid redundancy of services, and develop programs of mutual interest, as staffing will allow.
- In 2010 Genealogy/local history staff will determine local history collections to be digitized and proceed with digitization as time and money will allow.

- The Grants Committee will identify a funding source to purchase companion scanners for the ST200 digital microfilm machines located at the DeMotte and Rensselaer Libraries by the end of 2012.
- As an ongoing activity Genealogy/local history staff will ensure that genealogy and local history collections are secure and well maintained.
- As an ongoing activity Genealogy/Local History Staff will investigate new resource sharing opportunities and implement as feasible.

Adopted November 2009; reviewed and revised 1/12

JCPL FINANCIAL STATEMENT

December 31, 2011

	<u>Beginning 2011 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$658,796.81	\$216,032.64	\$1,982,327.52	\$329,383.15	\$1,726,294.10	\$402,763.39
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$6,786.28	\$2,651.49	\$15,949.43	\$2,165.71	\$17,816.12	\$8,652.97
DeMotte	\$1,694.92	\$2,045.61	\$6,556.66	\$2,155.71	\$6,742.20	\$1,880.46
Rensselaer	\$3,898.84	\$441.70	\$7,429.96	\$0.00	\$8,484.25	\$4,953.13
Wheatfield	\$1,192.52	\$164.18	\$1,962.81	\$10.00	\$2,589.67	\$1,819.38
Library Improvement Reserve Fund	\$215,110.13	\$10,031.25	\$14,488.54	\$35,060.87	\$36,005.01	\$236,626.60
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$316,753.75	\$98,239.38	\$500,581.09	\$362,848.59
Includes \$172,284.58 transfer from Constr.						
Rainy Day Fund	\$303,858.32	\$0.00	\$2,436.49	\$0.00	\$0.00	\$301,421.83
Includes Investments of: \$250,000.00						
State Technology Fund Grant Fund	\$9,655.00	\$0.00	\$9,655.00	\$8,793.00	\$8,793.00	\$8,793.00
Capital Projects Fund	\$1,006,019.73	\$30,421.04	\$50,000.00	\$74,203.22	\$258,604.30	\$1,214,624.03
Includes Investments of: \$1,000,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$89,451.93	\$0.00	\$0.00	\$32,543.39	\$32,543.39	\$121,995.32
Sales Tax	\$20.81	\$0.00	\$20.41	\$7.82	\$44.79	\$45.19
Construction Fund	\$178,638.84	\$0.00	\$179,134.58	\$0.00	\$495.74	\$0.00
Includes \$172,284.58 transfer to BIRF						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,419.16	\$99,391.56	\$8,419.16	\$99,391.56	\$0.00
FICA Tax Collected	\$0.00	\$5,150.12	\$60,778.98	\$5,150.12	\$60,778.98	\$0.00
State Tax Collected	\$3,431.56	\$3,453.68	\$40,479.72	\$3,421.29	\$40,469.40	\$3,421.24
County Tax Collected	\$2,416.10	\$2,548.75	\$29,734.56	\$2,546.74	\$29,865.25	\$2,546.79
Deferred Comp.	\$0.00	\$2,650.00	\$31,130.00	\$2,650.00	\$31,130.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,987.35	\$36,339.94	\$2,987.29	\$36,339.94	\$0.00
Employee Life Insur.	\$0.00	\$135.16	\$1,631.92	\$135.16	\$1,631.92	\$0.00
Employee P.E.R.F.	\$6,609.66	\$0.00	\$27,372.71	\$2,325.22	\$27,685.67	\$6,922.62
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$284,480.64	\$2,897,675.11	\$608,031.52	\$2,908,580.26	\$2,670,981.57

Bank Balances
Jasper County Public Library
Report as of: 12/31/2011

<i>Bank</i>		
1	Alliance Bank	\$1,179,457.43
2	Demotte State Bank	\$994.01
3	Alliance Bank-LIRF Acct	\$236,626.60
4	PNC Bank	\$3,633.53
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,670,981.57

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENT REPORT 2011

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
5/31/2012	400042716	Kentland Bank	12 mon	\$500,000.00	1.35%	CPF	5/31/2011		
5/31/2012	400042716	Kentland Bank	12 mon	\$250,000.00	1.35%	Rainy Day	5/31/2011		
8/5/2012	400042839	Kentland Bank	12 mon	\$500,000.00	1.31%	CPF	8/5/2011		

CLOSED INVESTMENTS:

8/5/2011	400042127	Rens.Bnkg Ctr. (Kentland Bnk)	12 mon	\$500,000.00	1.80%	CPF	8/5/2010	\$9,081.26	Reinvested
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TOTAL INTEREST EARNED: \$9,081.26

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 12/1/2011 To 12/30/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$57,818.01	\$47.99	99.9
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$83,402.50	\$987,680.58	\$22,614.42	97.8
1.13 WAGES OF JANITORS	\$54,774.00	\$11,810.56	\$66,584.56	\$5,915.56	\$66,584.56	\$0.00	100.0
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$6,973.22	\$82,294.03	\$3,610.97	95.8
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$0.00	\$2,589.54	\$2,068.46	55.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$485.21	\$71,752.21	\$0.00	\$71,752.21	\$0.00	100.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	(\$12,250.99)	\$87,778.01	\$6,698.65	\$79,878.46	\$7,899.55	91.0
Subtotal	\$1,384,794.00	\$44.78	\$1,384,838.78	\$107,812.07	\$1,348,597.39	\$36,241.39	97.4
2. Supplies							
2.11 OFFICIAL RECORDS	\$325.00	\$166.99	\$491.99	\$0.00	\$491.99	\$0.00	100.0
2.12 STATIONERY AND PRINTING	\$300.00	(\$166.99)	\$133.01	\$0.00	\$0.00	\$133.01	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	(\$1,200.11)	\$6,299.89	\$548.96	\$5,987.13	\$312.76	95.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$459.79	\$5,331.40	\$668.60	88.9
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.29	\$6,200.29	\$1,314.55	\$5,741.54	\$458.75	92.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$2,615.82	\$3,615.82	\$365.51	\$3,615.82	\$0.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$96.32	\$103.68	48.2
2.33 REPAIR PARTS	\$700.00	\$1,259.88	\$1,959.88	\$312.05	\$1,959.88	\$0.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	(\$2,615.82)	\$10,784.18	\$1,283.77	\$10,139.19	\$644.99	94.0
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$49.00	\$170.00	\$30.00	85.0
Subtotal	\$35,825.00	\$60.06	\$35,885.06	\$4,333.63	\$33,533.27	\$2,351.79	93.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	(\$1,249.88)	\$3,750.12	\$306.00	\$408.00	\$3,342.12	10.9
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$168.42	\$3,556.05	\$1,508.95	70.2
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$401.81	\$3,742.58	\$257.42	93.6
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$36.19	\$2,459.58	\$1,540.42	61.5
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$2,257.39	\$17,183.32	\$4,816.68	78.1
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$30.00	\$8,030.00	\$147.47	\$5,660.64	\$2,369.36	70.5
3.25 FREIGHT	\$1,500.00	\$244.01	\$1,744.01	\$275.19	\$1,724.85	\$19.16	98.9
3.26 NETWORKING	\$35,400.00	(\$34,179.05)	\$1,220.95	\$862.50	\$942.50	\$278.45	77.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$331.23	\$668.77	33.1
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$150.00	\$106.12	\$256.12	\$0.00	\$256.12	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$21,012.00	\$4,988.00	80.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,130.56	\$21,316.28	\$28,683.72	42.6
3.52 ELECTRICITY	\$70,000.00	\$5,335.44	\$75,335.44	\$6,229.94	\$75,335.44	\$0.00	100.0
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$1,267.00	\$733.00	63.4
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$382.22	\$5,482.22	\$455.40	\$5,482.22	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$47,320.00	\$29,443.36	\$76,763.36	\$8,389.50	\$76,763.36	\$0.00	100.0
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$403.75	\$796.25	33.6
3.72 EQUIPMENT RENTALS	\$250.00	\$446.56	\$696.56	\$9.95	\$696.56	\$0.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$70.97	\$2,290.97	\$24.00	\$2,290.97	\$0.00	100.0
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.00	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$35,000.00	\$35,000.00	\$15,000.00	70.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$360.97	\$485.97	\$17.98	\$380.37	\$105.60	78.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$10,175.24	\$79,916.06	\$11,646.94	87.3
Subtotal	\$433,338.00	\$991.30	\$434,329.30	\$66,971.04	\$357,129.47	\$77,199.83	82.2
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$950.84	\$7,717.08	\$3,907.92	66.4
4.51 BOOKS	\$147,000.00	\$10.21	\$147,010.21	\$23,726.19	\$141,678.89	\$5,331.32	96.4
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$753.83	\$21,444.98	\$555.02	97.5
4.53 NONPRINTED MATERIALS	\$78,500.00	\$181.80	\$78,681.80	\$11,485.04	\$72,166.44	\$6,515.36	91.7
Subtotal	\$259,125.00	\$192.01	\$259,317.01	\$36,915.90	\$243,007.39	\$16,309.62	93.7
Grand Total	\$2,113,082.00	\$1,288.15	\$2,114,370.15	\$216,032.64	\$1,982,267.52	\$132,102.63	93.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**120.03 RENS/DEM & WHTFLD BIRF****Jasper County Public Library****Report Date: From 12/1/2011 To 12/31/2011**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$235,000.00	\$0.00	\$235,000.00	\$0.00	\$235,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$81,125.00	\$0.00	\$81,125.00	\$0.00	\$81,123.75	\$1.25	100.0
Subtotal	\$316,755.00		\$316,755.00	\$0.00	\$316,753.75	\$1.25	100.0
Grand Total	\$316,755.00	\$0.00	\$316,755.00	\$0.00	\$316,753.75	\$1.25	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**151 RAINY DAY FUND****Jasper County Public Library****Report Date: From 12/1/2011 To 12/31/2011**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.61 BUILDING & STRUCTURES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$2,040.00	\$7,960.00	20.4
Subtotal	\$10,000.00		\$10,000.00	\$0.00	\$2,040.00	\$7,960.00	20.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$396.49	\$19,603.51	2.0
Subtotal	\$20,000.00		\$20,000.00	\$0.00	\$396.49	\$19,603.51	2.0
Grand Total	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$2,436.49	\$27,563.51	8.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**160 CAPITAL PROJECTS FUND****Jasper County Public Library****Report Date: From 12/1/2011 To 12/31/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,060.00	\$748.81	\$18,808.81	\$0.00	\$18,808.81	\$0.00	100.0
Subtotal	\$18,060.00	\$748.81	\$18,808.81	\$0.00	\$18,808.81	\$0.00	100.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$31,380.00	(\$188.81)	\$31,191.19	\$30,421.04	\$31,191.19	\$0.00	100.0
4.53 NONPRINTED MATERIALS	\$560.00	(\$560.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$31,940.00	(\$748.81)	\$31,191.19	\$30,421.04	\$31,191.19	\$0.00	100.0
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$30,421.04	\$50,000.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 1/1/2011 To 12/31/2011

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$0.00	\$1,923.54	\$1,923.54	\$1,923.54	\$1,923.54	\$0.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$2,805.00	\$2,805.00	\$7,195.00	28.1
3.61 BUILDING & STRUCTURES	\$46,350.00	(\$2,858.54)	\$43,491.46	\$8,825.00	\$8,825.00	\$34,666.46	20.3
Subtotal	\$56,350.00	(\$935.00)	\$55,415.00	\$13,553.54	\$13,553.54	\$41,861.46	24.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$935.00	\$935.00	\$935.00	\$935.00	\$0.00	100.0
Subtotal	\$0.00	\$935.00	\$935.00	\$935.00	\$935.00	\$0.00	100.0
Grand Total	\$56,350.00	\$0.00	\$56,350.00	\$14,488.54	\$14,488.54	\$41,861.46	25.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 12/1/2011 To 12/31/2011

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$0.00	\$1,652.29	\$1,652.29	\$271.25	\$1,923.54	(\$271.25)	116.4
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$2,805.00	\$7,195.00	28.1
3.61 BUILDING & STRUCTURES	\$46,350.00	(\$2,587.29)	\$43,762.71	\$8,825.00	\$8,825.00	\$34,937.71	20.2
Subtotal	\$56,350.00	(\$935.00)	\$55,415.00	\$9,096.25	\$13,553.54	\$41,861.46	24.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$935.00	\$935.00	\$935.00	\$935.00	\$0.00	100.0
Subtotal	\$0.00	\$935.00	\$935.00	\$935.00	\$935.00	\$0.00	100.0
Grand Total	\$56,350.00	\$0.00	\$56,350.00	\$10,031.25	\$14,488.54	\$41,861.46	25.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Reversed

3.1

Changes to Appropriations - 2011

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/28/2011	100 OPERATING FUND	1.13 WAGES OF JANITORS	\$11,810.56	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	1.23 EMPLOYER'S CONTRIB.- PERF	\$485.21	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	(\$12,295.77)	Transfer per Board Mtg Approval, 12/28/11
12/29/2011	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$44.78	G. Vis reimbursed lib for Dec health premiums, see A/R 691
12/28/2011	100 OPERATING FUND	2.11 OFFICIAL RECORDS	\$166.99	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	2.12 STATIONERY AND PRINTING	(\$166.99)	Transfer per Board Mtg Approval, 12/28/11
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
6/13/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$56.07	Reimburse Lib for employee purchase, A/P#485, A/R #287
12/28/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	(\$1,259.88)	Transfer per Board Mtg Approval, 12/28/11
8/8/2011	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$0.29	Reimbursed for water -A/R #395, A/P #634
12/28/2011	100 OPERATING FUND	2.31 BUILDING MATERIALS & SUPPLIES	\$2,615.82	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	2.33 REPAIR PARTS	\$1,259.88	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	(\$2,615.82)	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.13 LEGAL SERVICES	(\$1,249.88)	Transfer per Board Mtg Approval, 12/28/11
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
12/28/2011	100 OPERATING FUND	3.25 FREIGHT	\$244.01	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.26 NETWORKING	(\$34,179.05)	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.41 OFFICIAL BONDS	\$106.12	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.52 ELECTRICITY	\$5,335.44	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$382.22	Transfer per Board Mtg Approval, 12/28/11
7/25/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$505.89	Ins. Claim Reimbursement for Tree Damages @ DeM. Lib, A/P #602-Wiseman Tree Service
8/26/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$93.86	Refunded overcharge on Ins Claim on A/P #627 (A/R 459)
12/28/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$28,843.61	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.72 EQUIPMENT RENTALS	\$446.56	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.91 DUES	\$70.97	Transfer per Board Mtg Approval, 12/28/11
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (VandeerMolen)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
6/13/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	refund on Lost Bk Pd & Found - A/P#470, 3/29/11
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.20	Refund on Lost Bk Pd & Found - A/P#542
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.97	Refund on Lost Bk Pd & Found - A/P#571
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.50	Refund on Lost Bk Pd & Found - A/P#640, 7/19/11.
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.50	ILL Lost Bk - A/P #661, E. Jordan reimbursed 7/14/11
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund onLost Pd Bk found - A/P 663, A/R of 7/23/11
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 2/26/11& Found - A/P#768
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.50	Refund on Lost Bk Pd 6/22/11 & Found - A/P#764
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.75	Refund on Lost Bk Pd 8/15/11& Found - A/P#750
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$3.90	Refund on Lost Bk Pd 8/1/11& Found - A/P#763
10/10/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 8/16/11& Found - A/P#828
10/10/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.95	Refund on Lost Bk Pd 9/17/11& Found - A/P#823
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd 10/3/11 & Found - A/P#912
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Refund on Lost Bk Pd 9/19/11 & Found - A/P#955
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Rrefund on Lost Bk Pd 10/4/11 & Found - A/P#951
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$39.99	Refund on Lost Bk Pd 3/17/11& Found - A/P#956
12/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.98	Refund on Lost Bk Pd 11/22/11& Found - A/P#1039
12/28/2011	100 OPERATING FUND	4.51 BOOKS	\$10.21	Reimbursed by patron (I.Vujko) 10/26/11.
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10
8/8/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$24.95	A. Pavloff reimbursed for damaged tape (A/R #374), A/P #658
11/14/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$6.95	Patron paid for item 8/12/11, A/P #973
12/28/2011	130 LIRF FUND	3.13 LEGAL SERVICES	\$1,652.29	Transfer per Board Mtg Approval, 12/28/11
12/31/2011	130 LIRF FUND	3.13 LEGAL SERVICES	\$271.25	Transfer per Board Mtg Approval, 2/13/12
12/28/2011	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$2,587.29)	Transfer per Board Mtg Approval, 12/28/11
12/31/2011	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$271.25)	Transfer per Board Mtg Approval, 2/13/12
12/28/2011	130 LIRF FUND	4.4 FURNITURE & EQUIPMENT	\$935.00	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	160 CAPITAL PROJECTS FUND	3.98 MAINTENANCE/SERVIC E CONTRACTS	\$748.81	Transfer per Board Mtg Approval, 12/28/11

Reversed
3.1

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/28/2011	160 CAPITAL PROJECTS FUND	4.4 FURNITURE & EQUIPMENT	(\$188.81)	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	160 CAPITAL PROJECTS FUND	4.53 NONPRINTED MATERIALS	(\$560.00)	Transfer per Board Mtg Approval, 12/28/11

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$1,288.15
130	\$0.00
160	\$0.00

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/28/2011	100 OPERATING FUND	1.13 WAGES OF JANITORS	\$11,810.56	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	1.23 EMPLOYER'S CONTRIBUTION - PERF	\$485.21	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIBUTION - INS.	(\$12,295.77)	Transfer per Board Mtg Approval, 12/28/11
12/29/2011	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIBUTION - INS.	\$44.78	G. Vis reimbursed lib for Dec health premiums, see A/R 691
12/28/2011	100 OPERATING FUND	2.11 OFFICIAL RECORDS	\$166.99	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	2.12 STATIONERY AND PRINTING	(\$166.99)	Transfer per Board Mtg Approval, 12/28/11
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
6/13/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$56.07	Reimburse Lib for employee purchase, A/P#485, A/R #287
12/28/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	(\$1,259.88)	Transfer per Board Mtg Approval, 12/28/11
8/8/2011	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$0.29	Reimbursed for water -A/R #395, A/P #634
12/28/2011	100 OPERATING FUND	2.31 BUILDING MATERIALS & SUPPLIES	\$2,615.82	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	2.33 REPAIR PARTS	\$1,259.88	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	(\$2,615.82)	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.13 LEGAL SERVICES	(\$1,249.88)	Transfer per Board Mtg Approval, 12/28/11
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
12/28/2011	100 OPERATING FUND	3.25 FREIGHT	\$244.01	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.26 NETWORKING	(\$34,179.05)	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.41 OFFICIAL BONDS	\$106.12	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.52 ELECTRICITY	\$5,335.44	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$382.22	Transfer per Board Mtg Approval, 12/28/11
7/25/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$505.89	Ins. Claim Reimbursement for Tree Damages @ DeM. Lib, A/P #602-Wiseman Tree Service
8/26/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$93.86	Refunded overcharge on Ins Claim on A/P #627 (A/R 459)
12/28/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$28,843.61	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.72 EQUIPMENT RENTALS	\$446.56	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	100 OPERATING FUND	3.91 DUES	\$70.97	Transfer per Board Mtg Approval, 12/28/11
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (Vandeermolen)

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
6/13/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	refund on Lost Bk Pd & Found - A/P#470, 3/29/11
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.20	Refund on Lost Bk Pd & Found - A/P#542
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.97	Refund on Lost Bk Pd & Found - A/P#571
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.50	Refund on Lost Bk Pd & Found - A/P#640, 7/19/11.
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.50	ILL Lost Bk - A/P #661, E. Jordan reimbursed 7/14/11
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund onLost Pd Bk found - A/P 663, A/R of 7/23/11
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 2/26/11& Found - A/P#768
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.50	Refund on Lost Bk Pd 6/22/11 & Found - A/P#764
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.75	Refund on Lost Bk Pd 8/15/11& Found - A/P#750
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$3.90	Refund on Lost Bk Pd 8/1/11& Found - A/P#763
10/10/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 8/16/11& Found - A/P#828
10/10/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.95	Refund on Lost Bk Pd 9/17/11& Found - A/P#823
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Rrefund on Lost Bk Pd 10/4/11 & Found - A/P#951
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$39.99	Refund on Lost Bk Pd 3/17/11& Found - A/P#956
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd 10/3/11 & Found - A/P#912
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Refund on Lost Bk Pd 9/19/11 & Found - A/P#955
12/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.98	Refund on Lost Bk Pd 11/22/11& Found - A/P#1039
12/28/2011	100 OPERATING FUND	4.51 BOOKS	\$10.21	Reimbursed by patron (I.Vujko) 10/26/11.
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10
8/8/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$24.95	A. Pavloff reimbursed for damaged tape (A/R #374), A/P #658
11/14/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$6.95	Patron paid for item 8/12/11, A/P #973
12/28/2011	130 LIRF FUND	3.13 LEGAL SERVICES	\$1,652.29	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$2,587.29)	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	130 LIRF FUND	4.4 FURNITURE & EQUIPMENT	\$935.00	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	160 CAPITAL PROJECTS FUND	3.98 MAINTENANCE/SERVIC E CONTRACTS	\$748.81	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	160 CAPITAL PROJECTS FUND	4.4 FURNITURE & EQUIPMENT	(\$188.81)	Transfer per Board Mtg Approval, 12/28/11
12/28/2011	160 CAPITAL PROJECTS FUND	4.53 NONPRINTED MATERIALS	(\$560.00)	Transfer per Board Mtg Approval, 12/28/11

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
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Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$1,288.15
130	\$0.00
160	\$0.00

Voucher List**Jasper County Public Library****Report Date: From 12/1/2011 To 12/31/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1002	GREAT-WEST RETIREMENT S	12/9/2011	Annuity Withheld from 9 Dec 11 Payroll (Conf #IBOBFWP6)	\$1,325.00
0	1003	INDIANA DEPARTMENT OF RE	12/9/2011	EFT-State & County Taxes w/held Nov 2011 Payrolls, Ref #58135	\$6,002.43
0	1004	IRS USA TAXPAYMENT	12/12/2011	EFT-FICA & Federal Taxes w/held 9 December 11, Ref #50624305	\$9,928.28
0	1005	JOSEPH ZELLON	12/9/2011	Courier Mileage: 11/16-11/30/11 (Conf #HBSBHWXF)	\$333.00
0	1006	TOWN OF DEMOTTE	12/9/2011	Sewer Services - DeM. Lib, Dec 2011 (Online Banking Conf #VBJB5WP6)	\$69.80
0	1007	TOWN OF WHEATFIELD SEW	12/9/2011	Sewer Services - Wh. Dec 2011(ONLINE BANKING #NB1BGWP6)	\$56.65
0	1008	PAYROLL	12/9/2011	PAYROLL	\$45,475.35
30886	1009	AARON'S LAWN CARE	12/12/2011	Fall Cleanup	\$425.00
30887	1010	ACE HARDWARE	12/12/2011	Bathroom stool repairs, pipe insulation-DeM	\$12.47
30888	1011	ALLIED WASTE SERVICES #71	12/12/2011	Trash Service-Whtfld, December	\$53.90
30889	1012	AMERIKIT TECHNOLOGY SOL	12/12/2011	Kid's Computers-3, headphones, keyboard & mouse, pre-school bundle/titles	\$3,520.17
30890	1013	ANTHEM BLUE CROSS BLUE S	12/12/2011	Health Ins December Premiums	\$9,307.62
30891	1014	ANTHEM LIFE	12/12/2011	Life Ins Premium-December 2011	\$103.14
30892	1015	BAKER & DANIELS, LLP	12/12/2011	Consultation on FMLA issues	\$306.00
30893	1016	BAKER & TAYLOR	12/12/2011	Books, Continuations, AV, Auto. Yours	\$13,030.29
30894	1017	BAKER & TAYLOR ENTERTAIN	12/12/2011	DVDs	\$351.08
30895	1018	BETH REASONER	12/12/2011	Mileage: Preschool Visits; Ch. Dept. Foam Boards	\$24.92
30896	1019	BLUETARP FINANCIAL, INC	12/12/2011	Dry Wall, Wallpaper stripper, screws, furring strips, adhesives for wall repairs	\$49.91
30897	1020	BRENDA THOMPSON	12/12/2011	Mileage: B2B, Northwest In Literacy Award Mtg, Mtg w/Director, Mgmt Mtg; Books	\$144.70
30898	1021	CAPITAL ONE BANK (USA), NA	12/12/2011	DVDs, Mtg Expenses, Staff Anniv Gift card, Ch. Crafts, Coffee pots, online survey, Nooks & Kindles	\$1,809.63
30899	1022	CDW GOVERNMENT, INC	12/12/2011	MS Office ProPlus 2010, IPAD, IPAD cases, IPAD Defenders	\$5,593.20
30900	1023	CULLIGAN OF KOUTS	12/12/2011	Dec Water Cooler rental-Whtfld	\$9.95
30901	1024	DELL MARKETING L.P.	12/12/2011	19 CPU's, Monitors, Keyboards, etc.	\$17,281.26
30902	1025	DEMCO	12/12/2011	Book Pockets, Polyfit rolls, labels, label protectors, glass-mounted sign holders	\$469.33
30903	1026	DEX	12/12/2011	Phone Directory listing, Nov, Dec, Jan.	\$88.50
30904	1027	DIANA KOOY	12/12/2011	Books; Mileage-Deferred Comp, Lib Council, Mgr's Counterparts, B2B, Water samples	\$210.08
30905	1028	DUMAS, WEIST & MAHNESMIT	12/12/2011	Parking Lot Project Legal Services-7/12-10/14/11	\$271.25
30906	1029	EDUCATION NETWORKS OF A	12/12/2011	Internet Access, Nov 2011	\$885.00
30907	1030	EVELYN BRISTOL	12/12/2011	Super Heros Storytime supplies; Mileage: Mgmt, Counterparts, HR Workshop, Author Visit marketing	\$90.92
30908	1031	FASE'S WATER TREATMENT	12/12/2011	Redout for softener	\$110.75
30909	1032	FLEX-PAC INC	12/12/2011	Trash bags, kleenex, bowl cleaner, foam soap	\$435.19
30910	1033	GALE	12/12/2011	Books	\$27.19
30911	1034	GAIL EVANS	12/12/2011	Mileage: Bank Deposits, Deliver Bd Packets, Bookkeeping, AVC, Mngt Mtgs, Update Cash Registers, Walmart purchases; Bookkeeping Wkshp, AVC Mtg, Vendor Fair expenses; Parking fees;	\$470.06
30912	1035	GLORIA-JUNE GREIFF	12/12/2011	Books	\$30.00
30913	1036	HERITAGE OFFICE PRODUCT	12/12/2011	Annual Copier Service contract-Wh.	\$879.10
30914	1037	INFORMATION TODAY, INC.	12/12/2011	Literary Marketplace set	\$347.05
30915	1038	JEFF GASTINEAU	12/12/2011	Santa Claus performance	\$30.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30916	1039	JOSEPH SCHARA SR.	12/12/2011	Returned lost item previously paid for	\$17.98
30917	1040	KIRBY RISK CORPORATION	12/12/2011	Light Switch, ballasts	\$187.92
30918	1041	KOLORTECH, INC.	12/12/2011	Fluorescent tubes, light bulbs	\$272.10
30919	1042	BRIAN ORBAN	12/12/2011	Pruning, Winterize Sprinkler System @ Whtfld	\$570.00
30920	1043	LAZZARO COMPANIES, INC	12/12/2011	Interior door handle spindle kits-Rens	\$66.00
30921	1044	LEGAL DIRECTORIES PUBLIS	12/12/2011	2011 Indiana Legal Directory	\$67.75
30922	1045	LIBRARY VIDEO COMPANY	12/12/2011	DVDs	\$597.60
30923	1046	LINDA POORTENGA	12/12/2011	Mileage: Counterparts, Mgmt, Awards Night. Book	\$78.82
30924	1047	LINDA THOMPSON	12/12/2011	Excel Training Mtg expense; Books	\$126.87
30925	1048	MIDWEST TAPE	12/12/2011	DVDs	\$75.96
30926	1049	MOTION PICTURE LICENSING	12/12/2011	Movie Licensing fee - 2012	\$98.42
30927	1050	BRACKEMYRE PUBLISHING	12/12/2011	Media Directory	\$85.00
30928	1051	NANETTE SPEACHT	12/12/2011	Workshop expenses, cups for program, Mileage: Excel Workshop	\$83.30
30929	1052	NIPSCO	12/12/2011	Utilities-Whtfld Lib, 11/1-12/2/11	\$2,028.62
30930	1053	NORTHWESTERN INDIANA TE	12/12/2011	Local DeM. Telephone Service, Dec 2011	\$177.43
30931	1054	OFFICE DEPOT	12/12/2011	CD/DVD Sleeves, 3-hole punches	\$86.53
30932	1055	OVERDRIVE	12/12/2011	Participation/Maintenance Fee, Content Purchases (future), 12/2011-11/2012; Advantage Membership Fee	\$6,000.00
30933	1056	PATTY STRINGFELLOW	12/12/2011	Mileage: NW Indiana Directors Mtg, DeM (new intern), ASK Committee Mtg.	\$97.68
30934	1057	PEGGY WOODS	12/12/2011	Mileage: Purchase DVDs, return DVD, Post Office, Bank Deposit	\$9.16
30935	1058	PRECISION CONTROL SYSTE	12/12/2011	Replaced Expansion Tank to Boiler; repaired leaks in water lines, replaced auto vent-Rens; VAV leaks reported @ DeM.	\$2,906.56
30936	1059	PROQUEST LLC	12/12/2011	Microfilm-Rens. Republican, 5/1-8/31/11	\$84.42
30937	1060	QUILL CORPORATION	12/12/2011	Window Envelopes, markers, calender, laserjet cartridges, chairmats	\$509.55
30938	1061	RACHAEL CAVINDER	12/12/2011	Mileage: Pre-School Visits, HR Workshop	\$18.87
30939	1062	RACO INDUSTRIES	12/12/2011	USB Scanners	\$560.50
30940	1063	REBECCA AMALONG	12/12/2011	Mileage: Mgmt Mtg; reimbursed for wrong rate pd on Nov mileage report	\$29.08
30941	1064	ROTARY CLUB of RENSSSLAE	12/12/2011	Sep/Oct Club Dues-Director	\$24.00
30942	1065	ROEING CORP.	12/12/2011	Annual ARCserve Backup for Windows and Client Agent Backup- Mtnce; Web security license renewal	\$918.00
30943	1066	SALEM PRESS, INC.	12/12/2011	H.W. Wilson Sr. Hi Core Collection-18th ed.	\$255.00
30944	1067	SHARON J. LEICHTY	12/12/2011	Genealogy Book	\$39.99
30945	1068	SHEILA MAXWELL	12/12/2011	Automation Counterparts Mtg expenses/mileage; Technology support @ Branches Mileage	\$138.95
30946	1069	SHOWCASES	12/12/2011	Double DVD cases	\$361.80
30947	1070	S & S WORLDWIDE, INC	12/12/2011	Ch. Crafts-Metallic tiles	\$8.99
30948	1071	SVT, LLC	12/12/2011	Third Thursday Program expenses	\$13.03
30949	1072	THE TIMES	12/12/2011	Newspaper Subscription, 12/18/11-12/17/12	\$221.00
30950	1073	ULINE	12/12/2011	DVD cases	\$214.71
30951	1074	UNIQUE MANAGEMENT SERVI	12/12/2011	Collections-Initial & Secondary Placements-Nov	\$211.65
30952	1075	VISION SERVICE PLAN- (IN)	12/12/2011	Vision Ins. Premium-Dec	\$200.92
30953	1076	WAL-MART COMMUNITY/GEM	12/12/2011	DVDs, Music CDs, Teen Read/Movies/After School/Halloween Program supplies, Ch. Dept materials; Cunterparts Mtg expenses; gasebo style tent-Marketing; clorox wipes, dirt devil filter	\$2,186.25
30954	1077	WASTE MANAGEMENT	12/12/2011	Trash Service-Dec	\$60.50
30955	1078	YVONNE DEL VECCHIO	12/12/2011	Walking Books Mileage-Nov.	\$19.54
30956	1079	CENTURYLINK	12/12/2011	Local phone service @ Rens, Dec	\$82.99
30957	1080	JASPER COUNTY HOSPITAL	12/12/2011	Water testing -Nitrate/Coliform @ DeM.	\$40.00
129	1081	JASPER COUNTY PUBLIC LIBR	12/12/2011	Legal Services for Parking Lot expansion bank transfer	\$271.25
1050	1082	JASPER COUNTY PUBLIC LIBR	12/12/2011	Bank Transfer to Operating fund for better interest rate	\$6,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30958	1083	ANGELA BARTON	12/12/2011	Mileage: Mgmt & B2B meetings-Nov	\$48.84
30959	1084	CENTURION HOLDINGS, LLC	12/12/2011	Smart Shield Licenses Annual Mtnce	\$199.60
30960	1085	GUARDIAN NETWORK SOLUTI	12/12/2011	Annual Computer Assoc Anti-Virus Mtnce renewal	\$25.00
0	1086	PAYROLL	12/23/2011	PAYROLL	\$48,664.85
0	1087	CENTURYLINK	12/23/2011	Local Phones & Fax-Wheatfield, December 2011 ONLINE Pymt (Conf #KB9BAW7L & 8BGBSWHL)	\$52.89
0	1088	CITY OF RENSSELAER	12/23/2011	Utilities, Rens, 11/7/11-12/8/11 (Conf #MB1BQW9K)	\$3,116.07
0	1089	GREAT-WEST RETIREMENT S	12/23/2011	Annuity Withheld from 23 Dec 11 Payroll (Conf #YB3BEW7L)	\$1,325.00
0	1090	IRS USA TAXPAYMENT	12/23/2011	EFT-FICA & Federal Taxes w/held 23 December 11, Ref #13620274	\$10,614.22
0	1091	JOSEPH ZELLON	12/23/2011	Courier Mileage: 12/1-12/15/11 (Conf #3BIBUW7Z)	\$366.30
0	1092	NIPSCO	12/23/2011	DeMotte Utilities Confirm #OBWBSW9K)	\$3,513.86
30961	1093	ACE HARDWARE	12/28/2011	Bladder Tank @ Wh, electrical wiring/screws for Auto Doors @ DeM, Faucet repairs, Chair hardware	\$323.05
30962	1094	AFLAC	12/28/2011	Supplemental Ins. Premium December 2011	\$209.48
0	1095	ALLIANCE BANK	12/28/2011	Supplemental Ins. Premium December 2011	\$39.20
30963	1096	AMERICLEAN, INC	12/28/2011	Mold Remediation - DeM & Rens.	\$2,044.44
30964	1097	ANGELA BARTON	12/28/2011	B2B Mtg-Dec Mileage	\$51.06
30965	1098	AUTOMATIC DOOR SERVICE o	12/28/2011	Automatic Doors plus installation @ DeM	\$2,935.00
30966	1099	BAKER & TAYLOR	12/28/2011	Books, Continuations, AV, Auto. Yours	\$8,857.69
30967	1100	BAKER & TAYLOR ENTERTAIN	12/28/2011	DVDs	\$28.56
30968	1101	BETH REASONER	12/28/2011	Mileage: Deliver flyers, school visits, Headstart visit, 11/30-12/15	\$9.44
30969	1102	BLUETARP FINANCIAL, INC	12/28/2011	Shed Light-Rens; Mold drywall-Rens, screws, furring strips, masking tape, insulation, Xacto blades, adhesives, sealant, molding, wallpaper stripper; conduit straps, connectors-DeM	\$255.68
30970	1103	BRENDA THOMPSON	12/28/2011	Mileage: work @Whtfld Lib (staff-Xmas), Evaluation	\$33.30
30971	1104	CARDINAL OFFICE PRODUCT	12/28/2011	Rens Patron Copier Annual Mtnce Contract	\$354.79
30972	1105	CDW GOVERNMENT, INC	12/28/2011	LED Scrolling Digital Marquees, APC Replacement Battery, Mouse, Digital AV Adapter, Ipad Dock Connector, Kingston 8GB Flash card	\$3,554.15
30973	1106	COUNTRYSIDE LANDSCAPING	12/28/2011	7-Dwarf Lilac bushes south end @ DeM. (reimbursed by Ins. Co for tree damage & losses-June.) Replaces old spruce trees.	\$500.00
30974	1107	DAVIS WATER SERVICES, INC	12/28/2011	Reconditioned water softener @ DeM w/new parts	\$2,158.50
30975	1108	DUCKWALL-ALCO STORES, IN	12/28/2011	Water for Senior Movie, Author Visit, Book Discussion @ DeM.	\$9.63
30976	1109	GAIL EVANS	12/28/2011	Mileage: Bank Deposits, Post Office, Auditor's Office, deliver Bd packets; 9V Batteries	\$27.63
30977	1110	GAIL EVANS	12/28/2011	Rens. Petty Cash: Postage, hardware, bandaids, memo bk	\$27.51
30978	1111	GAIL EVANS	12/28/2011	DeMotte Petty Cash: Postage	\$5.40
30979	1112	GAIL EVANS	12/28/2011	Wheatfield Petty Cash: Postage, bandaids, State Lab water sample fee	\$10.37
30980	1113	GALE	12/28/2011	Book	\$24.79
30981	1114	DIANA KOOY	12/28/2011	Mileage: Evalation	\$12.21
30982	1115	HERITAGE OFFICE PRODUCT	12/28/2011	Jumbo Rubberbands	\$3.94
30983	1116	INDIANA NEWSPAPERS, INC	12/28/2011	Indianapolis Star newspaper subsc - Rens, 1/1-12/31/12; Journal & Courier - DeM, 1/5/12-1/4/13	\$443.46
30984	1117	JASPER COUNTY PUBLIC LIBR	12/28/2011	Transfer to LIRF per approval @ board mtg 12/12/11	\$35,000.00
130	1118	JASPER COUNTY PUBLIC LIBR	12/28/2011	Bank transfer for Automatic Door pymt	\$935.00
30986	1119	JAMES R. LITTLE	12/28/2011	Mileage: Bladder tank purchase	\$12.21
30987	1120	KIRBY RISK CORPORATION	12/28/2011	Track Lighting Bulbs-DeM.	\$43.02
30988	1121	KOLORTECH, INC.	12/28/2011	Outdoor Bulbs, Fluorescent Tubes-DeM.	\$536.58
30989	1122	LINDA POORTENGA	12/28/2011	Mileage: B2B Meeting	\$54.39
30990	1123	MAGAZINE SUBSCRIPTION SE	12/28/2011	Love of Quilting Mag & Credit for Fresh Home-Wh.	\$4.95

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30991	1124	MIDWEST TAPE	12/28/2011	DVDs	\$41.97
30992	1125	NANETTE SPEACHT	12/28/2011	Book- The Lying Game (replacement book-pd by patron)	\$10.21
30993	1126	OSBY WATER CONDITIONING	12/28/2011	Salt & Peroxide & Delivered 11/14 - Wh.	\$80.00
30994	1127	PRECISION GLASS, INC	12/28/2011	Remove Mirror in staff restroom-Rens, for mold restoration	\$35.00
30995	1128	RACHAEL CAVINDER	12/28/2011	Mileage: Sub for Rens Staff party	\$24.42
30996	1129	RECORDED BOOKS, LLC	12/28/2011	Audiobooks	\$37.80
30997	1130	ROEING CORP.	12/28/2011	1st Pymt - 2012 Contract	\$7,500.00
30998	1131	SCHOLASTIC	12/28/2011	Gift Books	\$131.44
30999	1132	SUE TOBIAS	12/28/2011	Mileage: Bank Deposits, Post Office, Staff Xmas-pick-up food, Walmart	\$14.49
31000	1133	SVT, LLC	12/28/2011	Cheese Tray;Chicken-Staff Xmas party	\$66.10
31001	1134	WAL-MART COMMUNITY/GEM	12/28/2011	Light Bulbs, Program expenses, Rens. Staff Party expenses	\$128.54
31002	1135	WORLD BOOK INC.	12/28/2011	World Book Ency	\$2,697.00
31003	1136	DEMOTTE CARPET, INC	12/28/2011	Re-tiling of Rens Library Foyer & Restrooms	\$8,825.00
131	1137	JASPER COUNTY PUBLIC LIBR	12/28/2011	Bank Transfer for re-tiling of Rens Library entry and restrooms	\$8,825.00

Total Amount of Claims \$300,511.89

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 02, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$300,511.89

Date this 9th day of January, 20 12.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

December 31, 2011

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES:			\$2,437.83	\$34,789.26
DeMotte	\$792.96	\$12,375.64		
Rensselaer	\$786.36	\$12,919.10		
Wheatfield	\$858.51	\$9,494.52		
PHOTOCOPIES:			\$674.36	\$10,068.50
DeMotte	\$292.75	\$3,918.55		
Rensselaer	\$230.86	\$3,991.39		
Wheatfield	\$150.75	\$2,158.56		
INTEREST (Checking, Repurchase, CDs):.....			\$205.30	\$4,679.30
TAXES:			\$325,962.57	\$1,663,729.69
Property Tax	\$212,416.60	\$757,950.00		
LOIT	\$14,659.50	\$175,914.00		
License Excise Tax	\$39,735.50	\$81,877.15		
Financial Institution Tax	\$1,019.65	\$2,039.30		
CVET(Commercial Vehicle Excise)	\$5,162.66	\$10,325.32		
Local Option/Certified Shares	\$43,842.33	\$526,107.96		
Local Option/Property Tax Repl.	\$9,126.33	\$109,515.96		
TAXABLE SALES:-.....			\$11.81	\$197.86
REFUNDS:			\$91.28	\$12,829.49
Rebates/Refund	\$0.00	\$157.44		
Insurance Claims/Reimbursements	\$44.78	\$10,572.92		
Meeting Room Rental	\$46.50	\$800.00		
Reimbursement	\$0.00	\$700.29		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$565.84		
TOTAL OPERATING FUND RECEIPTS.....			\$329,383.15	\$1,726,294.10
ADDITIONAL AC FUND:-.....			\$0.00	\$50.00
ADDITIONAL FUNDS:			\$2,165.71	\$17,816.12
DeMotte	\$2,155.71	\$6,742.20		
Rensselaer	\$0.00	\$8,484.25		
Wheatfield	\$10.00	\$2,589.67		
LIB. IMPROV. RESERVE FUND:			\$35,060.87	\$36,005.01
Interest Earned	\$60.87	\$1,005.01		
Transfer from OPERATING	\$35,000.00	\$35,000.00		
BOND & INTEREST REDEMPTION FUND:			\$98,239.38	\$500,581.09
Property Tax	\$83,564.60	\$298,178.00		
License Excise Tax	\$12,698.99	\$26,166.93		
Financial Institution Tax	\$325.87	\$651.74		
CVET(Commercial Vehicle Excise)	\$1,649.92	\$3,299.84		
Interfund Transfer from BIRF	\$0.00	\$172,284.58		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$8,793.00	\$8,793.00
CAPITAL PROJECTS FUND:			\$74,203.22	\$258,604.30
Interest Earned	\$48.65	\$10,793.70		
Property Tax	\$63,077.49	\$225,076.00		
License Excise Tax	\$9,585.68	\$19,751.80		
Financial Institution Tax	\$245.98	\$491.96		
CVET(Commercial Vehicle Excise)	\$1,245.42	\$2,490.84		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$32,543.39	\$32,543.39
SALES TAX:-.....			\$7.82	\$44.79
CONSTRUCTION FUND:			\$0.00	\$495.74
Interest Earned	\$0.00	\$245.74		
Reimbursement	\$0.00	\$250.00		
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$580,396.54	\$2,581,287.54

WITHHOLDING ACCOUNT FUNDS:			\$27,634.98	\$327,292.72
FIT Tax Collected	\$8,419.16	\$99,391.56		
FICA Collected	\$5,150.12	\$60,778.98		
State Tax Collected	\$3,421.29	\$40,469.40		
County Tax Collected	\$2,546.74	\$29,865.25		
Deferred Comp Plan	\$2,650.00	\$31,130.00		
Pre-tax Insurance Plans	\$2,987.29	\$36,339.94		
Life Insurance	\$135.16	\$1,631.92		
PERF	\$2,325.22	\$27,685.67		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$608,031.52	\$2,908,580.26

Voucher List**Jasper County Public Library****Report Date: From 1/1/2012 To 1/10/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31004	1	4-COUNTY SUPPLY	1/9/2012	Stool Valve, Plumbing Putty, Wrench, Vac Repiar Kit, Spuds	\$162.44
31005	2	ALLIED WASTE SERVICES #71	1/9/2012	Trash removal, Whtfld Lib, Jan 2012	\$53.90
31006	3	ANTHEM LIFE	1/9/2012	Life Ins Premium-January 2012	\$103.14
31007	4	BAKER & TAYLOR	1/9/2012	Books, Continuations, AV, Auto. Yours	\$1,019.79
31008	5	BANK OF NEW YORK MELLON	1/9/2012	Bond Payment of 2004, Principle and Interest - Due 1/2012	\$157,233.75
31009	6	BOYCE FORMS/SYSTEMS	1/9/2012	Tax Forms	\$65.64
31010	7	CAPITAL ONE BANK (USA), NA	1/9/2012	DVDs, Children's supplies, Friends Program, B2B expenses, AVC Mtg Expenses, Renewal of Web Address, Continuations, Friends Thank you party expenses	\$552.84
31011	8	CRAIG BELT	1/9/2012	Reimbursement for returning lost books	\$116.86
31012	9	CULLIGAN OF KOUTS	1/9/2012	January Water and Cooler Rental-Wh. Lib	\$63.15
31013	10	D & S COMPUTER SERVICES	1/9/2012	3 months web hosting/content backup	\$120.00
31014	11	DEMCO	1/9/2012	Crystal Clear Tape	\$340.89
0	12	ALLIANCE BANK	1/9/2012	EFT Direct Deposit Transaction Fees for December 2011 Payroll	\$36.70
31015	13	DEPARTMENT OF HOMELAND	1/9/2012	Elevator Permit/License fee	\$120.00
31016	14	DEZELAN-GDM INSURANCE A	1/9/2012	Director's & Officers Liability Annual Insurance Premium-2012	\$1,719.00
31017	15	DUCKWALL-ALCO STORES, IN	1/9/2012	Expenses for Friends Thank you Party	\$8.94
31018	16	ENA SERVICES LLC	1/9/2012	Internet Access-Dec 2011	\$885.00
31019	17	FLEX-PAC INC	1/9/2012	Paper Towels, Facial Tissue, Garbage Liners	\$352.35
31020	18	GAIL EVANS	1/9/2012	Janitorial Supplies & Microfiber Clothes for Laptop	\$51.00
31021	19	GALE	1/9/2012	Books	\$23.24
31022	20	INDIANA DEPT. OF WORKFOR	1/9/2012	Unemployment Compensation Ins,4th Qtr 2011	\$196.39
31023	21	INDIANA LIBRARY FEDERATIO	1/9/2012	2012 Trustee/Insitutional Membership	\$1,913.34
31024	22	INTELLIGENT CLEANING SYST	1/9/2012	Jumbo Toilet Tissue	\$298.79
31025	23	LAZZARO COMPANIES, INC	1/9/2012	Interior Entry Doors Floor plates-Rens.	\$88.00
31026	24	LEARNINGEXPRESS, LLC	1/9/2012	Learn-A-Test online database Subscription, 1/15/12-	\$1,560.00
31027	25	McDANIEL FIRE SYSTEMS, LL	1/9/2012	Fire Alarm System Maintenance-2011, Rens. Library	\$900.00
31028	26	MIDWEST TAPE	1/9/2012	DVDs	\$29.98
31029	27	M W INSURANCE AGENCY	1/9/2012	Treasurer & Asst. Treasurer Bonds, 2012	\$200.00
31030	28	NORTHWESTERN INDIANA TE	1/9/2012	DeMotte Local Telephone Service-December	\$167.13
31031	29	INPRS fbo PERF	1/9/2012	4th Qtr PERF employer & employee contributions	\$25,074.92
31032	30	POST TRIBUNE PUBLISHING, I	1/9/2012	Annual Subscription, Rens. Lib, 1/26/12-1/23/13	\$117.00
31033	31	POSTMASTER	1/9/2012	Stamps: 80-\$.84, 40-\$.80, 60-\$.29, 40-\$.04, 2000- Forever Stamps	\$998.20
31034	32	RENSSELAER CHAMBER OF C	1/9/2012	Annual Membership Dues	\$49.50
31035	33	USA TODAY	1/9/2012	Annual Newspaper Subscription-DeMotte Lib. Exp 1/12/13	\$208.00
31036	34	VISION SERVICE PLAN- (IN)	1/9/2012	Vision Premium, 18 employees January 2012	\$198.85
31037	35	WASTE MANAGEMENT	1/9/2012	DeM. Trash Removal - Dec	\$60.50
31038	36	ZIESE PLUMBING, HEATING, &	1/9/2012	Replace toilet floor flanges	\$348.00
31039	37	TOWN OF DEMOTTE	1/9/2012	Sewer service, Dec 2011	\$69.80
31040	38	TOWN OF WHEATFIELD	1/9/2012	Sewer Service, January 2012	\$56.65
0	39	GREAT-WEST RETIREMENT S	1/10/2012	Annuity w/held from 10 Jan 12 Payroll-9 participants. Online Confirmation #VB9B9W1T	\$1,325.00
0	40	INDIANA DEPARTMENT OF RE	1/10/2012	State & County Taxes w/held 10 Dec 12 Payroll, ref #63201, Verif Code #37	\$5,968.03
0	41	IRS USA TAXPAYMENT	1/10/2012	FICA & Federal Taxes w/held 10 January 12, Ref #11391079	\$10,107.81

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	42	JOSEPH ZELLON	1/10/2012	Courier Mileage-December 16-31, 2011 Confirm #KBHBGWCV	\$333.00
0	43	PAYROLL	1/10/2012	PAYROLL	\$46,697.57
31041	44	MOVIE LICENSING USA	1/9/2012	Annual Copyright Compliance Site License-Rens & Whthld (2/1/2012-1/31/2013)	\$480.00
31042	45	NIPSCO	1/9/2012	Utilities, Wh. Lib, 12/2/11-1/3/12	\$2,226.07
31043	46	OFFICE DEPOT	1/9/2012	Labeler Tape, Contact Paper, CD/DVD folders	\$361.62
31044	47	QUILL CORPORATION	1/9/2012	Packing Tape, file folder labels, stapler, calendar refill, Monthly Indexes w/tabs	\$142.24
31045	48	LAFAYETTE BANK AND TRUST	1/9/2012	Annual fee for Safety Deposit Box	\$55.00
31046	49	COMMUNITY MEDIA GROUP, I	1/9/2012	Rensselaer Republican subscription, 2/5/12-2/4/13	\$120.00
Total Amount of Claims					\$263,380.02

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 09, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$263,380.02

Date this 9th day of January, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Feb

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 13, 2012, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of January Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policy Review (R 10; R 11; & R 15)
2012 Staff Development Day (R 15)

General Business

Annual Report of Rensselaer Librarian and Youth Specialist (R 15)	Information
Rensselaer Library	
Parking Lot Expansion Project (R 15)	Action
Rensselaer Library Exterior Lighting (R 15- R 16)	Action
Additional LIRF Transfer (2011) (R 165)	Action

Director's Report (R 15-R 18)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

**Jasper County Public Library Board of Trustees
6:00 PM**

**January 9, 2012
Rensselaer Library**

Present: Natalie Waling, Jody Melton, Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Janelle Harper, Deana George, Patricia Stringfellow, Gail Evans

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by D. George, , seconded by J. Umlauf. Motion passed.

The Annual Director's Financial Report was presented and reviewed. Property and excise tax revenues decreased from the prior year while the budget grew per the allowed average growth quotient consuming more of the operating balance to support the budget. Disbursements exceeded receipts. Interest on investments was down. We did receive Levy Excess money in December. The balance for all funds was up by \$10,905 at year end. Cash flow should improve in 2012 since we did not submit a CPF budget, and therefore, expect to capture that tax revenue for the Operating Fund.

The Accounting Practices included the addition of PNC Bank as a depository. J. Melton moved, seconded by D. George, to accept the 2012 Accounting Practices as presented.

On a motion by M. Sayler the Resolution to Pay Bills with Prior Approval was approved. Motion was seconded by J. Melton. Motion passed.

T. Schultz moved, seconded by J. Umlauf, to designate the Rensselaer Republican and Kankakee Valley Post-News as the library's newspapers to advertise legal notices. Motion was approved unanimously.

Per IC 5-11-10.5 all outstanding and unpaid checks more than two years old by December 31 are deemed void. The library has one outstanding check # 28784 for \$5.58 that will be receipted back into the operating fund.

With no further business J. Umlauf moved, seconded by J. Melton, to adjourn the Board of Finance Meeting at 6:12 PM.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, N. Waling opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the December Board Meeting Minutes, bills/financial reports, and Salary Ordinance for 2012, Fixed Asset Policy and Circulating Software Policy with no changes noted, Long Range Plan revisions and workshop requests for two staff, were approved on a motion by J. Melton and seconded by D. George. Motion passed.

Oath of Office: J. Umlauf was reappointed by the County Commissioners for another four-year term. She took the Oath of Office and signed the document.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. T. Schultz completed a Conflict of Interest form that will be filed with the State Board of Accounts and County Clerk's office. This form is filed annually.

Committee Assignments: President N. Waling made the following appointments to standing committees for 2012. Budget: T. Schultz (chair), N. Waling, D. George; Director's Evaluation: J. Harper (chair), M. Sayler, J. Umlauf; Bylaws/Policy Review: J. Umlauf (chair), T. Schultz, J. Harper; Nominating: M. Sayler (chair), J. Melton, D. George.

Director's Report: There were two minor errors to the list of encumbrances approved at the Dec 28, 2011 meeting. PO 6716 for 4.53 should be PO 6717, and vendor for PO 6669 should be Midwest Tape. The amounts encumbered were stated correctly.

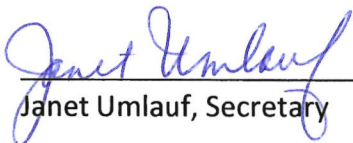
An exciting and relatively new trend in public libraries is the use of digital signage. JCPL will install 46" flat screen commercial grade monitors at each library to market library services and promote programs using this technology.

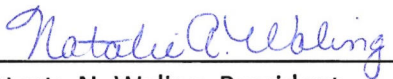
H. Mohler and E. Dumas will be invited to attend the February Board Meeting to pick up the thread on the Rensselaer parking lot expansion project so we can move forward with this in the spring.

P. Stringfellow responded to an inquiry from Attorney Eric Beaver about a possible opening for a board attorney. She explained that the board is not currently seeking a new attorney and that we do not normally have an attorney on retainer.

J. Melton asked if Bruce Shepherd, JCSWD, had contacted us regarding five trees that Bruce feels should be removed from the wetland. J. Melton had advised Bruce to contact Branch Manager D. Kooy. P. Stringfellow will follow up with D. Kooy about the trees. B. Shepherd has been very helpful with wetland maintenance and care.

Adjournment: With no further matters for discussion J. Melton adjourned the meeting at 6:29 PM.


Janet Umlauf, Secretary


Attest: N. Waling, President

CIRCULATION BY HOLDINGS CODE
January 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	17	1	0	18
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	7	1	0	8
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	50	3	2	55
Blu-Ray (DBR)	39	1	0	40
Books on CD (DBKCD)	195	3	8	206
Books on Tape (DBKT)	4	0	0	4
Compact Disc (DCD)	345	30	8	383
Digital Audiobooks (DDA)	1	0	0	1
DVD (DDVD)	1516	31	8	1555
Equipment (DEQP)	65	0	0	65
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	53	0	0	53
Fiction (DFIC)	759	17	18	794
Fiction Fantasy (DFICF)	20	1	0	21
Fiction Mystery (DFICM)	150	10	7	167
Fiction New (DFICNEW)	454	14	13	481
Fiction Science Fiction (DFICSF)	17	2	0	19
Fiction Western (DFICW)	47	0	2	49
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	38	1	0	39
Hanging Bags (DHANG)	16	1	0	17
ILL (DILL)	72	2	0	74
Internet (DINTER)	893	0	0	893
Juv. Audio book (DJAUDB)	28	0	0	28
Juv. Biography (DJBIO)	30	6	6	42
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	18	0	1	19
Juvenile Easy (DJE)	716	16	5	737
Juv. Easy Non-fiction (DJENF)	36	0	1	37
Juv. Easy Reader (DJER)	299	8	8	315
Juv. Fiction (DJFIC)	357	8	4	369
Juv. Holiday books (DJHOL)	50	0	1	51
Juv. Magazine (DJMAG)	44	0	0	44
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	325	23	12	360
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	100	2	0	102

Large Print Fiction (DLPF)	223	6	3	232
Large Print Nonfic (DLPNF)	9	2	0	11
Magazine (DMAG)	755	2	8	765
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	14	0	2	16
Nonfiction 100 (DNF100)	16	5	0	21
Nonfiction 200 (DNF200)	34	5	1	40
Nonfiction 300 (DNF300)	50	4	7	61
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	36	0	1	37
Nonfiction 600 (DNF600)	202	8	6	216
Nonfiction 700 (DNF700)	83	3	0	86
Nonfiction 800 (DNF800)	15	4	0	19
Nonfiction 900 (DNF900)	111	4	8	123
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	132	4	0	136
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	136	8	5	149
Nonfiction VHS (DNFVHS)	7	2	1	10
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	4	0	1	5
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	1	0	11
Software (DSWAR)	53	1	0	54
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	69	3	1	73
YA Audio book (DYAUDB)	9	0	0	9
YA Biography (DYAB)	3	2	0	5
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	160	15	5	180
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	3	3	0	6
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	17	0	0	17
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	6	44	4	54
Blu-Ray (RBR)	0	77	1	78
Books on CD (RBKCD)	8	163	4	175
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	8	281	2	291
Digital Audiobooks (RDA)	0	2	0	2
DVD (RDVD)	10	2518	13	2541
Equipment (REQP)	0	100	0	100
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	50	0	50
Fiction (RFIC)	20	694	16	730
Fiction New (RFICNEW)	21	453	16	490

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	114	0	118
Hanging Bag (RHANG)	0	42	0	42
ILL (RILL)	1	77	2	80
Internet (RINTER)	0	1560	0	1560
Juv. Audio book (RJAUDB)	0	10	0	10
Juv. Biography (RJBIO)	0	58	3	61
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	23	0	23
Juvenile Easy (RJE)	22	815	14	851
Juv. Easy Non-fiction (RJENF)	0	82	1	83
Juv. Easy Reader (RJER)	1	292	1	294
Juv. Fiction (RJFIC)	11	465	7	483
Juv. Magazine (RJMAG)	0	17	0	17
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	429	4	439
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	133	0	134
Large Print Fiction (RLPF)	15	203	5	223
Large Print Nonfic (RLPNF)	0	6	0	6
Magazine (RMAG)	1	477	1	479
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	0	4
Non-Fiction 100 (RNF100)	0	27	5	32
Non-Fiction 200 (RNF200)	1	28	0	29
Non-Fiction 300 (RNF300)	3	66	9	78
Non-Fiction 400 (RNF400)	1	8	0	9
Non-Fiction 500 (RNF500)	0	23	1	24
Non-Fiction 600 (RNF600)	10	184	14	208
Non-Fiction 700 (RNF700)	9	61	3	73
Non-Fiction 800 (RNF800)	2	18	0	20
Non-Fiction 900 (RNF900)	2	86	12	100
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	2	208	3	213
Nonfiction (RNFIC)	0	3	0	3
Nonfiction new (RNFNEW)	14	287	9	310
Nonfiction VHS (RNFVHS)	0	15	2	17
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	7	0	7
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	15	0	15
Software (RSWAR)	0	53	0	53
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	8	0	8
YA Audio book (RYAUDB)	3	10	0	13
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	6	194	9	209
YA Music CD (RYACD)	2	163	1	166
YA Nonfiction (RYANF)	0	12	4	16
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	3	14	18
Blu-Ray (WBR)	1	0	40	41
Books on CD (WBKCD)	13	6	156	175
Books on Tape (WBKT)	1	0	6	7
Compact Disc (WCD)	5	31	396	432
Digital Audiobooks (WDA)	1	0	1	2
DVD (WDVD)	8	15	1792	1815
Equipment (WEQP)	0	0	37	37
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	43	43
Fiction (WFIC)	35	12	270	317
Fiction Fantasy (WFICF)	1	0	6	7
Fiction Mystery (WFICM)	7	1	105	113
Fiction New (WFICNEW)	17	14	316	347
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	1	0	2	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	6	6
Hanging Bags (WHANG)	0	2	13	15
ILL (WILL)	1	0	55	56
Internet (WINTER)	0	0	789	789
Juv. Audio book (WJAUDB)	5	0	7	12
Juv. Biography (WJBIO)	1	1	38	40
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	3	25	28
Juvenile Easy (WJE)	18	10	393	421
Juv. Easy Non-fiction (WJENF)	1	1	42	44
Juv. Easy Reader (WJER)	8	5	189	202
Juv. Fiction (WJFIC)	37	12	252	301
Juv. Magazine (WJMAG)	0	0	33	33
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	20	198	223
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	0	95	96
Large Print Fiction (WLPF)	14	7	104	125
Large Print Nonfic (WLPNF)	4	3	13	20
Magazine (WMAG)	10	0	346	356
Non-Fiction 000 (WNF000)	0	0	9	9
Non-Fiction 100 (WNF100)	1	0	10	11
Non-Fiction 200 (WNF200)	0	9	18	27
Non-Fiction 300 (WNF300)	3	2	35	40
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	1	1	10	12
Non-Fiction 600 (WNF600)	9	7	115	131
Non-Fiction 700 (WNF700)	4	2	47	53
Non-Fiction 800 (WNF800)	1	1	2	4
Non-Fiction 900 (WNF900)	5	7	45	57
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	4	7	96	107
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	8	3	87	98
Nonfiction VHS (WNFVHS)	0	0	18	18
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	1	32	33
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	84	84
YA Audio book (WYAUDB)	0	0	3	3
YA Biography (WYAB)	0	1	0	1
YA Books on CD (WYABKCD)	3	0	6	9
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	15	12	140	167
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	20	21
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9361	11129	6886	27376

CIRCULATION BY HOLDINGS CODE
January 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	17	1	0	18
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	7	1	0	8
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	57	50	20	127
Blu-Ray (BR)	40	79	41	160
Books on CD (BKCD)	216	172	168	556
Books on Tape (BKT)	5	0	6	11
Compact Disc (CD)	358	342	406	1106
Digital Audiobooks (DA)	2	2	1	5
DVD (DVD)	1534	2564	1813	5911
Equipment (EQP)	65	100	37	202
See librarian (ERR)	0	0	0	0

Express Book (EXP)	53	50	43	146
Fiction (FIC)	814	723	304	1841
Fiction Fantasy (FICF)	21	1	6	28
Fiction Mystery (FICM)	157	11	112	280
Fiction New (FICNEW)	492	481	345	1318
Fiction Science Fiction (FICSF)	17	2	3	22
Fiction Western (FICW)	48	0	4	52
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	42	115	6	163
Hanging Bags (HANG)	16	45	13	74
ILL (ILL)	74	79	57	210
Internet (INTR)	893	1560	789	3242
Juv. Audio book (JAUDB)	33	10	7	50
Juv. Biography (JBIO)	31	65	47	143
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	18	26	26	70
Juvenile Easy (JE)	756	841	412	2009
Juv. Easy Non-Fiction (JENF)	37	83	44	164
Juv. Easy Reader (JER)	308	305	198	811
Juv. Fiction (JFIC)	405	485	263	1153
Juv. Holiday (JHOL)	50	0	1	51
Juv. Magazine (JMAG)	44	17	33	94
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	336	472	214	1022
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	102	135	95	332
Large Print Fiction (LPF)	252	216	112	580
Large Print Nonfic (LPNF)	13	11	13	37
Magazine (MAG)	766	479	355	1600
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	14	4	11	29
Non-Fiction 100 (NF100)	17	32	15	64
Non-Fiction 200 (NF200)	35	42	19	96
Non-Fiction 300 (NF300)	56	72	51	179
Non-Fiction 400 (NF400)	6	8	0	14
Non-Fiction 500 (NF500)	37	24	12	73
Non-Fiction 600 (NF600)	221	199	135	555
Non-Fiction 700 (NF700)	96	66	50	212
Non-Fiction 800 (NF800)	18	23	2	43
Non-Fiction 900 (NF900)	118	97	65	280
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	138	219	99	456
Nonfiction (NFIC)	0	3	2	5
Nonfiction New (NFNEW)	158	298	101	557
Nonfiction VHS (NFVH)	7	17	21	45
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	7	0	7
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	4	0	1	5

Reference (REF)	75	98	58	231
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	16	3	29
Software (SWAR)	53	55	32	140
Vertical File (VF)	0	0	0	0
VHS	69	11	85	165
YA Audio book (YAUDB)	12	10	3	25
YA Biography (YAB)	3	3	0	6
YA Books on CD (YABKCD)	3	0	6	9
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	181	221	154	556
YA Music CD (YACD)	2	163	1	166
YA Nonfiction (YANF)	3	16	24	43
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	17	0	0	17
				0
Free reads	662	413	104	1179
Games/Puzzles	2	4	0	6
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10100	11644	7048	28792

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2533	1897	1033	5463
Nonfiction	1006	1129	614	2749
CHILDREN'S BOOKS				
Fiction	1595	1768	968	4331
Nonfiction	459	620	307	1386
YA BOOKS				
Fiction	224	336	160	720
Nonfiction	6	19	24	49
Magazines, Adult	766	479	355	1600
Magazines, Children	44	17	33	94
Sound Recordings, adult	596	526	590	1712
Sound Recordings, ch	70	244	47	361
Online databases	0	0	0	0
Software	53	55	32	140
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1788	2890	2059	6737
Equipment	65	100	37	202
Total	9205	10080	6259	25544
A-V Circulation	2507	3715	2728	8950
A-V Circulation as % of total	27.2%	36.9%	43.6%	35.0%

January 2012[illegible]

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	73,961	64,258	48,202
Circulation Increase/Decrease	-9.1%	5.5%	-10.3%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	26,658	25,544	-4.2%
Jan. to date circulation	26,658	25,544	-4.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
20,981	21,075	12,080	12,131	13,044	13,084 Fiction
19,131	19,097	20,007	20,064	9,547	9,595 Nonfiction
					CHILDREN'S BKS
13,780	13,798	11,940	12,002	10,125	10,166 Fiction
9,219	9,310	6,479	6,537	5,572	5,604 Nonfiction
					YA BOOKS
2,104	2,109	2,563	2,580	2,060	2,051 Fiction
522	533	695	698	104	111 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,120	2,982	3,553	3,578	3,386	3,411 Sound Rec/Adult
708	706	390	396	720	739 Sound Rec/Child
19	19	29	29	7	7 Online Databases
378	378	355	357	179	181 Software
2	3			4	4 Vertical Files
3,763	3,833	5,624	5,724	3,133	3,192 VHS/DVD
118	118	142	142	57	57 Equipment
73,845	73,961	63,877	64,258	47,938	48,202 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	211	46	217	47	298	65	726	157
LOCAL HISTORY								
In person	8	2	9	3	3	1	20	6
Letters written	0	0	25	25	0	0	25	25
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	893	37	1560	65	789	33	3242	135
Internet use-Wireless	436		397		204		1037	
Computer software used	131	11	206	17	82	7	419	35
VCR Use	0	0	0	0	3	0	3	0
Microforms	7	1	17	2	0	0	24	3
CD ROM/Online databases	179	15	314	26	71	6	564	47
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	0	0	7	2	0	0	7	2
OTHER LIBRARY SERVICES USED								
Outreach activities	28	28	11	7	0	0	39	26
Notarized documents	1	0	10	3	1	0	12	3
Meeting Room Use (no. of group)	38	13	52	17	24	8	114	38
Study room use	23	2	30	3	28	2	81	7
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	0	0	6	0	5	0	11	0
Pull Requests	0	0	2	2	0	0	2	12
E-books downloaded							387	
IN-HOUSE USE ITEMS	87		277		136		500	
SELF-CHECKOUT USE	178		770		421		1369	
INTERLIBRARY LOANS								
Requests made for:	82	21	89	22	66	17	237	59
Items rec'd for:	75	38	98	49	58	29	231	116
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8303	8475	4837	21615
Non-resident, paying	1	4	0	5
PLAC card users	0	3	0	3
Reciprocal borrowers	391	421	93	905

Number of New Patrons Added

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	10	60	21	126	8	48	39	234
Number attending	121		167		256		544	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	0		2		0		2	
Adult Programs	1	6	0	0	0	0	1	6
Number attending	86		38		18		142	
Senior Citizen Programs	4	24	0	0	3	18	7	42
Number attending	71		0		19		90	
Total Number of Programs	15	90	22	132	11	66	48	288
Total Persons Attending	278		207		293		778	
Total Attending Same Month Last	300		291		209		800	
Total Staff Hours Spent		303		423		234		959
Total Number of In-House Program	10		21		6		37	
Total Attendance	175		173		68		416	
Total Number of Outreach Program	5		1		5		11	
Total Attendance	103		34		225		362	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6712	73.5%	6602	66.1%	4424	70.6%	17738	69.9%
Corporate	23	0.3%	85	0.9%	0	0.0%	108	0.4%
Juvenile 0-11	85	0.9%	290	2.9%	72	1.1%	447	1.8%
Juvenile-AV	1174	12.9%	1112	11.1%	905	14.4%	3191	12.6%
Nonresident No Fee	0	0.0%	49	0.5%	8	0.1%	57	0.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	401	4.4%	511	5.1%	187	3.0%	1099	4.3%
Reciprocal Juvenile	0	0.0%	9	0.1%	0	0.0%	9	0.0%
Reciprocal Juvenile AV	21	0.2%	7	0.1%	7	0.1%	35	0.1%
Reciprocal YA	0	0.0%	17	0.2%	0	0.0%	17	0.1%
Reciprocal YA AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School	0	0.0%	18	0.2%	0	0.0%	18	0.1%
School AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	2	0.0%	40	0.4%	0	0.0%	42	0.2%
Staff	464	5.1%	818	8.2%	434	6.9%	1716	6.8%
Walking books	46	0.5%	52	0.5%	0	0.0%	98	0.4%
YA 12-17	19	0.2%	56	0.6%	22	0.4%	97	2.8%
YA-AV	185	2.0%	312	3.1%	209	3.3%	706	2.8%
Total	9132		9986		6268		25386	
All items borrowed by nonresidents	424	4.6%	659	6.6%	202	3.2%	1285	5.1%

**Salary Ordinance 2012
Updated 2/13/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Angela Barton	Youth Services Librarian	\$16.03	12/16/11	35	R
Sue Tobias	HR Specialist	\$15.66	12/16/11	32	R
Diana Wright	Clerk	\$9.53	1/9/12	14	W
Jean Lambert	TS Assistant 1	\$10.58	1/24/12	16	R
Joshua Ekdahl	Janitor	\$11.25	2/1/12	13	W
William Hromada	Janitor	\$11.25	2/2/12	10	D

Angela Barton and Sue Tobias both completed coursework relevant to their positions in December 2011. Angela completed her 5th Master Level class required for her State Library certification, and Sue obtained her Associates Degree in Human Resources. As is the practice of this system their rates of pay were increased by 50 cents in compensation for this coursework relevant to their positions. This rate went into effect at the beginning of the second pay period (December 16, 2011), immediately following completion of coursework .

On the January 2012 Salary Ordinance two positions did not include a person's name. In January we hired Diana Wright as **Wheatfield Clerk**, replacing Deb Kristoff who resigned that position. We added 8 hours to Jean Lambert's **T. S. Assistant** position.

Joshua Ekdahl and William Hromada were hired as janitors for the Wheatfield and DeMotte Libraries respectively. Joshua replaced Jean Lambert who resigned the Wheatfield janitorial position, and William replaced Jean Lambert who resigned the 10 hour per week janitorial position when promoted to a 20 hour per week janitorial position at the DeMotte Library .

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 2/13/12.

<u>Paula L. Harper</u>	<u>Natalie A. Welling</u>
<u>Deana K. George</u>	<u>Janet Umblauf</u>
<u>Margi Anne Sayle</u>	<u>Timothy S. Hays</u>
<u>Jody M. Hays</u>	

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees eligible for holiday benefits will also receive a paid holiday on their birthday or another day in their birthday month.

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

~~When a holiday falls during an employee's scheduled paid vacation period, the employee receives another day off as scheduled.~~

The Library Board values the expertise and dedication shown by its long-term employees. To honor these employees, they will give an extra holiday which may be taken during the month in which they celebrate each 5 year milestone in their library employment. This anniversary holiday will be given to any long-term employee, regardless of full or part-time status.

At the end of each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board for the following year.

8/94; reviewed 2/10; revised 2/12

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave.

PLEASE

No eating (except in meeting rooms or coffee café)
No use of alcohol or illegal drugs on library property
No use of tobacco products in the library
No running, throwing, fighting
No loud or abusive language
No commercial photography

No guns or weapons on library property except as allowed under Indiana law.

No bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.

No sleeping or bathing in the library

No soliciting except in support of the library and sanctioned library activities. Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except assistive service animals

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons we recommend that children age ten and under not be left unattended in the library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoy the facility.

8/94; revised 2/12

February 13, 2012

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the 2011 LIRF budget for various functions of the Jasper County Public Library,

This transfer is necessary due to an error on an accounts payable voucher after the annual transfers were approved on December 28, 2011. It was noted on January 27, 2012 of the negative balance in this fund.

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following fund in 2011 herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY IMPROVEMENT RESERVE FUND (130)

	Added Amount <u>Appropriated</u>		Amount <u>Reduced</u>
3.13 Legal Services	<u>\$ 271.25</u>	3.61 Building & Structures	<u>\$ 271.25</u>
TOTAL Added	\$ 271.25	TOTAL Reduced	\$ 271.25

AYE

NAY

ATTEST:

Secretary, Jasper Co. Public Library Board

JCPL FINANCIAL STATEMENT

January 31, 2012

	<u>Beginning 2012 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$402,763.39	\$149,995.42	\$149,995.42	\$49,927.21	\$49,927.21	\$302,695.18
Public Library Access Card Fund	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$8,652.97	\$143.53	\$143.53	\$1,248.97	\$1,248.97	\$9,758.41
DeMotte	\$1,880.46	\$73.14	\$73.14	\$931.24	\$931.24	\$2,738.56
Rensselaer	\$4,953.13	\$41.15	\$41.15	\$243.97	\$243.97	\$5,155.95
Wheatfield	\$1,819.38	\$29.24	\$29.24	\$73.76	\$73.76	\$1,863.90
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$0.00	\$61.57	\$61.57	\$236,688.17
Bond & Interest Redemption Fund	\$362,848.59	\$157,233.75	\$157,233.75	\$0.00	\$0.00	\$205,614.84
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$0.00	\$301,421.83
Includes Investments of: \$250,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$885.00	\$885.00	\$0.00	\$0.00	\$7,908.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$54.60	\$54.60	\$1,214,678.63
Includes Investments of: \$1,000,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$0.00	\$0.00	\$0.00	\$121,995.32
Sales Tax	\$45.19	\$44.36	\$44.36	\$10.20	\$10.20	\$11.03
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,064.51	\$8,064.51	\$8,064.51	\$8,064.51	\$0.00
FICA Tax Collected	\$0.00	\$4,998.85	\$4,998.85	\$4,998.85	\$4,998.85	\$0.00
State Tax Collected	\$3,421.24	\$3,421.29	\$3,421.29	\$3,340.35	\$3,340.35	\$3,340.30
County Tax Collected	\$2,546.79	\$2,546.74	\$2,546.74	\$2,496.74	\$2,496.74	\$2,496.79
Deferred Comp.	\$0.00	\$2,650.00	\$2,650.00	\$2,650.00	\$2,650.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,347.91	\$3,347.91	\$3,347.91	\$3,347.91	\$0.00
Employee Life Insur.	\$0.00	\$144.16	\$144.16	\$144.16	\$144.16	\$0.00
Employee P.E.R.F.	\$6,922.62	\$6,922.62	\$6,922.62	\$2,333.06	\$2,333.06	\$2,333.06
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$340,448.14	\$340,448.14	\$78,678.13	\$78,678.13	\$2,409,211.56

Bank Balances
Jasper County Public Library

Report as of: **1/31/2012**

<i>Bank</i>		
1	Alliance Bank	\$917,262.07
2	Demotte State Bank	\$1,174.80
3	Alliance Bank-LIRF Acct	\$236,688.17
4	PNC Bank	\$3,816.52
5	Cash On Hand	\$270.00
6		\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,409,211.56

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/2012 To 1/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$4,911.40	\$4,911.40	\$54,680.60	8.2
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$82,147.63	\$82,147.63	\$961,043.37	7.9
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$4,763.30	\$4,763.30	\$64,356.70	6.9
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$6,768.32	\$6,768.32	\$82,882.68	7.5
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$196.39	\$196.39	\$3,127.61	5.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$18,152.30	\$18,152.30	\$57,975.70	23.8
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$0.00	\$98,002.00	\$7,625.72	\$7,625.72	\$90,376.28	7.8
Subtotal	\$1,439,008.00		\$1,439,008.00	\$124,565.06	\$124,565.06	\$1,314,442.94	8.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$65.64	\$65.64	\$359.36	15.4
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$99.28	\$99.28	\$6,900.72	1.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$699.14	\$699.14	\$5,300.86	11.7
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$38.74	\$38.74	\$6,161.26	0.6
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$250.44	\$250.44	\$2,249.56	10.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$769.53	\$769.53	\$13,830.47	5.3
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$1,922.77	\$1,922.77	\$38,002.23	4.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$600.00	\$600.00	\$4,400.00	12.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$370.30	\$370.30	\$4,629.70	7.4
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$998.20	\$998.20	\$2,001.80	33.3
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$632.70	\$632.70	\$20,367.30	3.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$102.64	\$102.64	\$7,897.36	1.3
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$29.08	\$29.08	\$1,470.92	1.9
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	0.0
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$1,719.00	\$1,719.00	\$24,281.00	6.6
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$4,291.74	\$4,291.74	\$25,708.26	14.3
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$5,818.58	\$5,818.58	\$69,181.42	7.8
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$158.45	\$158.45	\$1,441.55	9.9
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$452.50	\$452.50	\$4,947.50	8.4
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$468.00	\$468.00	\$58,132.00	0.8
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$64.95	\$64.95	\$235.05	21.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$1,962.84	\$1,962.84	\$237.16	89.2
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$0.00	\$50.00	\$116.86	\$116.86	(\$66.86)	233.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$961.65	\$961.65	\$111,435.35	0.9
Subtotal	\$498,192.00		\$498,192.00	\$18,947.49	\$18,947.49	\$479,244.51	3.8
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$0.00	\$0.00	\$33,550.00	0.0
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$1,095.26	\$1,095.26	\$152,063.96	0.7
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$685.02	\$685.02	\$24,314.98	2.7
4.53 NONPRINTED MATERIALS	\$81,000.00	\$231.46	\$81,231.46	\$2,779.82	\$2,779.82	\$78,451.64	3.4
Subtotal	\$289,550.00	\$3,390.68	\$292,940.68	\$4,560.10	\$4,560.10	\$288,380.58	1.6
Grand Total	\$2,266,675.00	\$3,390.68	\$2,270,065.68	\$149,995.42	\$149,995.42	\$2,120,070.26	6.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 1/1/2012 To 1/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$46,082.00	\$0.00	\$46,082.00	\$0.00	\$0.00	\$46,082.00	0.0
Subtotal	\$56,082.00		\$56,082.00	\$0.00	\$0.00	\$56,082.00	0.0
Grand Total	\$56,082.00	\$0.00	\$56,082.00	\$0.00	\$0.00	\$56,082.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 1/1/2012 To 1/31/2012

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$245,000.00	\$0.00	\$245,000.00	\$120,000.00	\$120,000.00	\$125,000.00	49.0
3.82 INTEREST-BONDS	\$72,218.00	\$0.00	\$72,218.00	\$37,233.75	\$37,233.75	\$34,984.25	51.6
Subtotal	\$317,848.00		\$317,848.00	\$157,233.75	\$157,233.75	\$160,614.25	49.5
Grand Total	\$317,848.00	\$0.00	\$317,848.00	\$157,233.75	\$157,233.75	\$160,614.25	49.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

Net Changes by Fund	
<i>Fund Number</i>	<i>Net Change</i>
100	\$3,390.68
110.01	\$4.20

Voucher List**Jasper County Public Library****Report Date: From 1/1/2012 To 1/31/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31004	1	4-COUNTY SUPPLY	1/9/2012	Stool Valve, Plumbing Putty, Wrench, Vac Repiar Kit, Spuds	\$162.44
31005	2	ALLIED WASTE SERVICES #71	1/9/2012	Trash removal, Whtfld Lib, Jan 2012	\$53.90
31006	3	ANTHEM LIFE	1/9/2012	Life Ins Premium-January 2012	\$103.14
31007	4	BAKER & TAYLOR	1/9/2012	Books, Continuations, AV, Auto. Yours	\$1,019.79
31008	5	BANK OF NEW YORK MELLON	1/9/2012	Bond Payment of 2004, Principle and Interest - Due 1/2012	\$157,233.75
31009	6	BOYCE FORMS/SYSTEMS	1/9/2012	Tax Forms	\$65.64
31010	7	CAPITAL ONE BANK (USA), NA	1/9/2012	DVDs, Children's supplies, Friends Program, B2B expenses, AVC Mtg Expenses, Renewal of Web Address, Continuations, Friends Thank you party expenses	\$552.84
31011	8	CRAIG BELT	1/9/2012	Reimbursement for returning lost books	\$116.86
31012	9	CULLIGAN OF KOUTS	1/9/2012	January Water and Cooler Rental-Wh. Lib	\$63.15
31013	10	D & S COMPUTER SERVICES	1/9/2012	3 months web hosting/content backup	\$120.00
31014	11	DEMCO	1/9/2012	Crystal Clear Tape	\$340.89
0	12	ALLIANCE BANK	1/9/2012	EFT Direct Deposit Transaction Fees for December 2011 Payroll	\$36.70
31015	13	DEPARTMENT OF HOMELAND	1/9/2012	Elevator Permit/License fee	\$120.00
31016	14	DEZELAN-GDM INSURANCE A	1/9/2012	Director's & Officers Liability Annual Insurance Premium-2012	\$1,719.00
31017	15	DUCKWALL-ALCO STORES, IN	1/9/2012	Expenses for Friends Thank you Party	\$8.94
31018	16	ENA SERVICES LLC	1/9/2012	Internet Access-Dec 2011	\$885.00
31019	17	FLEX-PAC INC	1/9/2012	Paper Towels, Facial Tissue, Garbage Liners	\$352.35
31020	18	GAIL EVANS	1/9/2012	Janitorial Supplies & Microfiber Clothes for Laptop	\$51.00
31021	19	GALE	1/9/2012	Books	\$23.24
31022	20	INDIANA DEPT. OF WORKFOR	1/9/2012	Unemployment Compensation Ins,4th Qtr 2011	\$196.39
31023	21	INDIANA LIBRARY FEDERATIO	1/9/2012	2012 Trustee/Institutional Membership	\$1,913.34
31024	22	INTELLIGENT CLEANING SYST	1/9/2012	Jumbo Toilet Tissue	\$298.79
31025	23	LAZZARO COMPANIES, INC	1/9/2012	Interior Entry Doors Floor plates-Rens.	\$88.00
31026	24	LEARNINGEXPRESS, LLC	1/9/2012	Learn-A-Test online database Subscription, 1/15/12-	\$1,560.00
31027	25	McDANIEL FIRE SYSTEMS, LL	1/9/2012	Fire Alarm System Maintenance-2011, Rens. Library	\$900.00
31028	26	MIDWEST TAPE	1/9/2012	DVDs	\$29.98
31029	27	M W INSURANCE AGENCY	1/9/2012	Treasurer & Asst. Treasurer Bonds, 2012	\$200.00
31030	28	NORTHWESTERN INDIANA TE	1/9/2012	DeMotte Local Telephone Service-December	\$167.13
31031	29	INPRS fbo PERF	1/9/2012	4th Qtr PERF employer & employee contributions	\$25,074.92
31032	30	POST TRIBUNE PUBLISHING, I	1/9/2012	Annual Subscription, Rens. Lib, 1/26/12-1/23/13	\$117.00
31033	31	POSTMASTER	1/9/2012	Stamps: 80-\$.84, 40-\$.80, 60-\$.29, 40-\$.04, 2000- Forever Stamps	\$998.20
31034	32	RENSSELAER CHAMBER OF C	1/9/2012	Annual Membership Dues	\$49.50
31035	33	USA TODAY	1/9/2012	Annual Newspaper Subscription-DeMotte Lib. Exp 1/12/13	\$208.00
31036	34	VISION SERVICE PLAN- (IN)	1/9/2012	Vision Premium, 18 employees January 2012	\$198.85
31037	35	WASTE MANAGEMENT	1/9/2012	DeM. Trash Removal - Dec	\$60.50
31038	36	ZIESE PLUMBING, HEATING, &	1/9/2012	Replace toilet floor flanges	\$348.00
31039	37	TOWN OF DEMOTTE	1/9/2012	Sewer service, Dec 2011	\$69.80
31040	38	TOWN OF WHEATFIELD	1/9/2012	Sewer Service, January 2012	\$56.65
0	39	GREAT-WEST RETIREMENT S	1/10/2012	Annuity w/held from 10 Jan 12 Payroll-9 participants. Online Confirmation #VB9B9W1T	\$1,325.00
0	40	INDIANA DEPARTMENT OF RE	1/10/2012	State & County Taxes w/held 10 Dec 12 Payroll, ref #63201, Verif Code #37	\$5,968.03
0	41	IRS USA TAXPAYMENT	1/10/2012	FICA & Federal Taxes w/held 10 January 12, Ref #11391079	\$10,107.81

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	42	JOSEPH ZELLON	1/10/2012	Courier Mileage-December 16-31, 2011 Confirm #KBHBGWCV	\$333.00
0	43	PAYROLL	1/10/2012	PAYROLL	\$46,697.57
31041	44	MOVIE LICENSING USA	1/9/2012	Annual Copyright Compliance Site License-Rens & Whtfld (2/1/2012-1/31/2013)	\$480.00
31042	45	NIPSCO	1/9/2012	Utilities, Wh. Lib, 12/2/11-1/3/12	\$2,226.07
31043	46	OFFICE DEPOT	1/9/2012	Labeler Tape, Contact Paper, CD/DVD folders	\$361.62
31044	47	QUILL CORPORATION	1/9/2012	Packing Tape, file folder labels, stapler, calendar refill, Monthly Indexes w/tabs	\$142.24
31045	48	LAFAYETTE BANK AND TRUST	1/9/2012	Annual fee for Safety Deposit Box	\$55.00
31046	49	COMMUNITY MEDIA GROUP, I	1/9/2012	Rensselaer Republican subscription, 2/5/12-2/4/13	\$120.00
31047	50	INDIANA STATE LIBRARY	1/10/2012	4th Quarter PLAC Card Sales	\$50.00
31048	51	INDIANA DEPT OF REVENUE	1/25/2012	Sales Tax collected in 2011 less discount.	\$44.36
0	52	PAYROLL	1/25/2012	PAYROLL	\$45,124.76
0	53	AFLAC	1/25/2012	Supplemental Ins. Premium January 2012	\$209.48
31049	54	ANTHEM BLUE CROSS BLUE S	1/25/2012	Health Ins January Premiums	\$10,606.32
0	55	CENTURYLINK	1/25/2012	Long Distance calls, December 2011(Online Conf #5BABTWYQ)	\$5.34
0	56	CENTURYLINK	1/25/2012	Local Phones & Fax-Wheatfield & Rens, January 2012ONLINE Pymt (Conf #TBFBSNF1 &8BFB4WDS & IBMBDN51)	\$197.83
0	57	CITY OF RENSSELAER	1/25/2012	Utilities, Rens, 12/8/11-1/10/12 (Conf #YBLBINCC)	\$3,104.52
0	58	GREAT-WEST RETIREMENT S	1/25/2012	Annuity Withheld from 25 Jan 12 Payroll (Conf #9B8B8NV2)	\$1,325.00
0	59	JOSEPH ZELLON	1/25/2012	Courier Mileage-January 1-15, 2012 Confirm #2BCB9NVA)	\$299.70
0	60	INDIANA NEWSPAPERS INC. #	1/25/2012	Journal & Courier Subsc, 2/10/12-2/10/13 (Rens. Lib.)	\$240.02
0	61	IRS USA TAXPAYMENT	1/25/2012	FICA & Federal Taxes w/held 25 January 12, Ref #40263214	\$9,723.87
0	62	NIPSCO	1/25/2012	Utilities, DeM. Lib, 12/12/11-1/9/12 Confirm #UB8BXNDA	\$5,096.63
31050	63	WAL-MART COMMUNITY/GEM	1/25/2012	DVD's, Magazines, Polish, Supplies for Santa visit, Batteries	\$1,040.29
0	64	4 IMPRINT, INC.	1/25/2012		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$340,448.14

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, January 31, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$340,448.14

Date this 13th day of February, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

January 31, 2012

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,802.37	\$2,802.37
DeMotte	\$942.66	\$942.66		
Rensselaer	\$1,008.01	\$1,008.01		
Wheatfield	\$851.70	\$851.70		
PHOTOCOPIES:			\$788.92	\$788.92
DeMotte	\$301.95	\$301.95		
Rensselaer	\$325.67	\$325.67		
Wheatfield	\$161.30	\$161.30		
INTEREST (Checking, Repurchase, CDs):.....			\$235.94	\$235.94
TAXES:			\$46,044.83	\$46,044.83
Property Tax		\$0.00		
LOIT		\$0.00		
License Excise Tax		\$0.00		
Financial Institution Tax		\$0.00		
CVET(Commercial Vehicle Excise)		\$0.00		
Local Option/Certified Shares	\$38,037.58	\$38,037.58		
Local Option/Property Tax Repl.	\$8,007.25	\$8,007.25		
TAXABLE SALES:-.....			\$55.15	\$55.15
REFUNDS:			\$0.00	\$0.00
Rebates/Refund		\$0.00		
Insurance Claims/Reimbursements		\$0.00		
Meeting Room Rental		\$0.00		
Reimbursement		\$0.00		
Fixed Asset Sales		\$0.00		
Miscellaneous Receipts		\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$49,927.21	\$49,927.21
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,248.97	\$1,248.97
DeMotte	\$931.24	\$931.24		
Rensselaer	\$243.97	\$243.97		
Wheatfield	\$73.76	\$73.76		
LIB. IMPROV. RESERVE FUND:			\$61.57	\$61.57
Interest Earned	\$61.57	\$61.57		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax		\$0.00		
License Excise Tax		\$0.00		
Financial Institution Tax		\$0.00		
CVET(Commercial Vehicle Excise)		\$0.00		
Interfund Transfer		\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution		\$0.00		
Interest Earned		\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$54.60	\$54.60
Interest Earned	\$54.60	\$54.60		
Property Tax		\$0.00		
License Excise Tax		\$0.00		
Financial Institution Tax		\$0.00		
CVET(Commercial Vehicle Excise)		\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$10.20	\$10.20
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$51,302.55	\$51,302.55

WITHHOLDING ACCOUNT FUNDS:

			\$27,375.58	\$27,375.58
FIT Tax Collected	\$8,064.51	\$8,064.51		
FICA Collected	\$4,998.85	\$4,998.85		
State Tax Collected	\$3,340.35	\$3,340.35		
County Tax Collected	\$2,496.74	\$2,496.74		
Deferred Comp Plan	\$2,650.00	\$2,650.00		
Pre-tax Insurance Plans	\$3,347.91	\$3,347.91		
Life Insurance	\$144.16	\$144.16		
PERF	\$2,333.06	\$2,333.06		
Garnishments		\$0.00		
Credit Union		\$0.00		
EIC		\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$78,678.13	\$78,678.13

Voucher List**Jasper County Public Library****Report Date: From 2/1/2012 To 2/20/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	64	ALLIED WASTE SERVICES #71	2/10/2012	Trash removal, Whtfld Lib, Feb 2012 (Confirm #FBSBNN77)	\$53.90
0	65	GREAT-WEST RETIREMENT S	2/10/2012	Annuity Withheld from 10 Feb 12 Payroll (Conf #ZBCBFNH7)	\$1,340.00
0	66	INDIANA DEPARTMENT OF RE	2/17/2012	State & County Taxes w/held 10 Jan 12 Payroll, ref #76058, Verif Code #38	\$5,837.09
0	67	IRS USA TAXPAYMENT	2/13/2012	FICA & Federal Taxes w/held 10 February 12, Ref #02644688	\$10,961.61
0	68	JOSEPH ZELLON	2/10/2012	Courier Mileage-January 16-31, 2012 Confirm #NBIBEN85	\$399.60
0	69	TOWN OF DEMOTTE	2/10/2012	Sewer service, Jan 2012 (Confirm #IBLB4N85)	\$69.80
0	70	TOWN OF WHEATFIELD	2/10/2012	Sewer Service, February 2012	\$56.65
0	71	PAYROLL	2/10/2012	PAYROLL	\$50,701.72
31051	72	4-COUNTY SUPPLY	2/13/2012	Toilet Seat & Seal	\$19.98
31052	73	AARON'S LAWN CARE	2/13/2012	Snow removal, Wh. & Dm-12/27/11-1/21/12	\$1,170.00
31053	74	ABC-CLIO, LLC	2/13/2012	Pop Culture Universe 12 month online subscription, 3/6/12-3/5/13	\$749.00
31054	75	ACE HARDWARE	2/13/2012	Faucet Kit & Aeartor, etc- DeM Staff Lounge; Wall paper remover, container, paintbrush, shop towels, hardware, dry wall materials/screws, wood shims, pliers/adj wrench set,	\$148.21
0	76	ALLIANCE BANK	2/13/2012	EFT Direct Deposit Transaction Fees for January 2012 Payroll	\$36.70
31055	77	ALLSOURCE TELECOM, LLC	2/13/2012	Reset voicemail time & removed 106 & 149 from Option 9. Tested ok.	\$110.00
31056	78	AMERICAN LIB. ASSN.	2/13/2012	Bookmarks	\$78.05
31057	79	ANGELA BARTON	2/13/2012	Mileage: B2B, Book Vendor	\$75.48
31058	80	ANTHEM BLUE CROSS BLUE S	2/13/2012	Health Ins February Premiums	\$10,606.32
31059	81	ANTHEM LIFE	2/13/2012	Life Ins Premium-February 2012	\$95.94
31060	82	AVC CORPORATION	2/13/2012	2012 Annual Financial Computer Support	\$1,380.00
31061	83	BAKER & TAYLOR	2/13/2012	Books, Continuations, AV, Auto. Yours	\$4,472.98
31062	84	BAKER & TAYLOR ENTERTAIN	2/13/2012	DVDs	\$501.97
31063	85	BECKY WIENER	2/13/2012	Reimbursement for returned book	\$19.96
31064	86	BETH REASONER	2/13/2012	Mileage: Preschool Visits	\$5.55
31065	87	BIERMA HARDWARE, INC.	2/13/2012	Sink Repair @ Wh	\$33.89
31066	88	BLUETARP FINANCIAL, INC	2/13/2012	Epoxy, Plumbers Putty, White Tub Seal, Screws, Drywall, Dust Tech	\$66.51
31067	89	CAPITAL ONE BANK (USA), NA	2/13/2012	Nook & Kindle Jackets, SHRM Mtg, Postage for Newspapers, Gift Card for Beedle, B2B Expenses, DVDs, PLA Conference Registration, Children's Supplies, PLA Conference Airfare, PLA Hotel Fee, Summer Rdg Prizes	\$4,880.51
31068	90	CARDINAL OFFICE PRODUCT	2/13/2012	Mtnce Contract 10/21/11-1/21/12, DeMotte Workroom Copier DC 425 L	\$402.84
31069	91	CARRIAGE PAPER PRODUCTS	2/13/2012	Receipt Printer Ribbons	\$114.48
31070	92	CENTURYLINK	2/13/2012	Local Phones & Fax-Rens, February 2012	\$118.48
31071	93	CENTURYLINK	2/13/2012	Long Distance calls, January 2012	\$24.27
31122	94	COMMUNITY MEDIA GROUP, I	2/13/2012	Wh. Lib. Newspaper subscription, 2/25/12-2/25/13	\$120.00
31073	95	CULLIGAN OF KOUTS	2/13/2012	February Cooler Rental-Wh. Lib	\$9.95
31074	96	DELUXE BUSINESS CHECKS &	2/13/2012	400 Deposit Slips-Rens	\$47.95
31075	97	DEMCO	2/13/2012	Book Jackets	\$743.21
31076	98	DEREK J. DEJONG	2/13/2012	Mileage: Recycling	\$6.66
31077	99	DEX	2/13/2012	Phone Directory listing, Feb, March, April	\$87.00
31078	100	DUCKWALL-ALCO STORES, IN	2/13/2012	Expenses for an Afterschool Program	\$5.47
31079	101	DUMAS, WEIST & MAHNESMIT	2/13/2012	For Professional Services	\$175.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31080	102	EMILY DURAN	2/13/2012	Mileage: LEU Day Indiana State	\$116.00
31081	103	ENA SERVICES LLC	2/13/2012	Internet Access-Jan 2012	\$885.00
31082	104	ENGAGED PATRONS.ORG	2/13/2012	Events Page Hosting Service 1/1/12 - 12/31/12	\$229.00
31083	105	GALE	2/13/2012	Books	\$23.99
31084	106	HERITAGE OFFICE PRODUCT	2/13/2012	Name Tag - Diana Wright	\$11.50
31085	107	INDIANA DEPARTMENT OF EN	2/13/2012	Annual Public Water System Fee-Wh & DeM Lib	\$200.00
31124	108	INDIANA UNIVERSITY , #407-12	2/13/2012	Registration for Indianapolis Youth Literature Conference - Barton & Phillips	\$190.00
31087	109	INTELLIGENT CLEANING SYST	2/13/2012	Toilet Paper & Multi Fold Towels	\$312.65
31088	110	JODY BURTON	2/13/2012	Reimbursement for Lost Book	\$11.99
31089	111	JOSE SAAVEDRA	2/13/2012	Reimbursement for Lost Book	\$15.00
31090	112	KAPCO	2/13/2012	Vinyl Label Protectors, Clear Polyester Wings, Book Covers, Magazine Reinforcements, Binding, Poly Covers	\$354.26
31091	113	KAPER'S BUILDING MATERIAL,	2/13/2012	Drywall	\$18.01
31092	114	KIRBY RISK CORPORATION	2/13/2012	Interior Light Bulbs	\$57.20
31093	115	KOLORTECH, INC.	2/13/2012	Light Bulbs	\$472.10
31094	116	KONE, INC.	2/13/2012	Qtly Elevator Maintenance Agreement	\$370.80
31095	117	LINDA POORTENGA	2/13/2012	Mileage: B2B, Purchase Equipment, Book Vendor, Library Council	\$121.55
31096	118	LIVE OAK MEDIA	2/13/2012	Audio Books	\$167.02
31097	119	MATTHEW DENO	2/13/2012	Reimbursement for a Lost Book	\$36.45
31098	120	MIDWEST TAPE	2/13/2012	DVDs	\$184.87
31099	121	MOOLENAAR SUPREME LAWN	2/13/2012	2012 Annual Lawn Fertilization & Grub Control Applications- Dem & Rens Lib	\$885.00
31100	122	NANCY PHILLIPS	2/13/2012	Supplies for Fish Tank	\$41.80
31101	123	NETWISE RESOURCES LLC	2/13/2012	Qrtly Maintenance on Rens. Workroom Copier	\$439.70
31102	124	NIPSCO	2/13/2012	Utilities, Wh. Lib, 1/3/12 - 2/1/12	\$2,361.56
31103	125	NORTHWESTERN INDIANA TE	2/13/2012	DeMotte Local Telephone Service-January	\$172.76
31104	126	OFFICE DEPOT	2/13/2012	Address Labels, Markers, Highlighters, Ink Cartridges, Construction Paper, DVD/CD Folders, Roll On Ink, Clasp Envelopes, Filament Tape	\$343.07
31105	127	OSBY WATER CONDITIONING	2/13/2012	Service Cal & Peroxidel-Wh. Lib	\$115.00
31106	128	PATTY STRINGFELLOW	2/13/2012	Mileage: Branch Visit, Library Council Mtg, Director's Mtg	\$110.45
31107	129	PEGGY WOODS	2/13/2012	Mileage: Post Office, WalMart, AV Shopping, Deposits, Have Checks Signed	\$7.93
31108	130	POINT OF SALE	2/13/2012	Thermal Paper Rolls	\$101.60
31109	131	QUILL CORPORATION	2/13/2012	Fax Ribbon, HP Cartridge, Toner, White Out, Copy Paper, Fine Point Markers, Correction Tape, Canon Cartridge, HP Toner, Black Ink, Ruled Pads, Construction Paper	\$1,302.47
31110	132	RACHAEL CAVINDER	2/13/2012	Mileage: Mgt Mtg, Preschool Visit, Vendor Mtg	\$27.75
31111	133	ROTARY CLUB of RENSSSLAE	2/13/2012	Nov/Dec Club Dues-Director	\$27.00
31112	134	ROEING CORP.	2/13/2012	Fuser Repair Kit LaserJet 4250	\$155.00
31113	135	REGENT BOOK CO., INC.	2/13/2012	BH&G Kitchen & Bath Ideas-February	\$13.67
31114	136	RYAN MUSCH	2/13/2012	Reimbursement for a Lost Book	\$4.99
31115	137	THE LIBRARY CORPORATION	2/13/2012	Enhanced Content Renewal & Comm. Protocol	\$6,050.00
31116	138	TRUGREEN CHEMLAWN	2/13/2012	8 Bags Ice Melt to DeM, 7 Bags Ice Melt to Wh, 10 Bags to Ren	\$312.50
31117	139	UNIQUE MANAGEMENT SERVI	2/13/2012	Collections-Initial & Secondary Placements-Dec & Jan	\$450.38
31118	140	VISION SERVICE PLAN- (IN)	2/13/2012	Vision Premium, 19 employees February 2012	\$219.55
31119	141	SUE TOBIAS	2/13/2012	Mileage: Bank Deposits, ILL Delivery, Orientation at Wheatfield, SHRM Mtg	\$40.85
31120	142	WASTE MANAGEMENT	2/13/2012	DeM. Trash Removal - Jan	\$60.50
31121	143	YVONNE DEL VECCHIO	2/13/2012	Mileage: Walking books Community Program Notice	\$35.91
31125	144	OSBY WATER CONDITIONING	2/13/2012	Salt & Chemicals - Water Softener @ Wh.	\$86.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$112,869.56

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, February 08, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$112,869.56

Date this 13th day of February, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Mar

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 12, 2012, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)

General Business

NICCL Resolution (R 10)
Rensselaer Parking Lot Project (R 10)

Action
Information

Director's Report (R 11-R 13)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

February 13, 2012
Rensselaer Library

Present: Natalie Waling, Jody Melton, Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Janelle Harper, Deana George, Patricia Stringfellow, Gail Evans, Linda Poortenga, Angela Barton, Harry Mohler

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, and Updated 2012 Salary Ordinance, Holiday Policy and Library Behavior Policy revisions, and Staff Development Day closure, were approved on a motion by J. Melton and seconded by M. Sayler. Motion passed.

Annual Rensselaer Library Reports: According to L. Poortenga, Rensselaer Library Headquarters Librarian, her staff implemented some of the LEAN principles, gleaned from a Staff Development Day program, to simplify, organize, and streamline areas of the library for better efficiency and use of space. Staff went the 'extra mile' in serving a non-resident needing online access for an entire week to study and take a test for Underwater Welding that his home library system would not allow. The new Milroy display case with its attractive lighting is now pulling patrons to the local history area of the library. The Jasper Co Historical Society is also partnering with us and displaying some of their collections in our old display case. The hospital partnered with the library to offer a breast cancer awareness program called Pretty-In-Pink at the library. National/regional/local businesses donated give-aways and a local author spoke of her experience with cancer. The program was very informative and well attended.

The children's department held a poetry program with Children's Poet Laureate and Author J. Patrick Lewis that attracted patrons of all ages. He discussed his books and writing poetry. The younger set especially enjoyed Mr. Lewis' riddles from his book *Riddle-icious*. We are appreciative of St. Joseph's College for inviting Lewis to our community and making this opportunity possible. Summer Reading turnout was the highest in recent years with 350 kids and 84 teens signing up of which 124 children and 30 teens completed. Counting minutes rather than books for summer reading program was well received. Two of the more popular programs offered were the *Star Wars* party and *Princess* party for elementary students. There were so many on the waiting lists that we had a second program for these kids. In 2012 we are planning similar programs, a *Swamp* party and *Pixie* party. Graphic novels have grown so much that they have their own shelf area apart from YA fiction. There are a number of loyal teens that regularly attend the YA programs. They had their second Taste Test program featuring Hamburger and French Fries this year. It generated a lot of interest and great attendance. Teens rated the foods from four local establishments with Devon's winning for best burger and Strike Zone for fries. The first year pizza was on the menu with Slice of Pie getting the winning vote.

President N. Waling thanked them for their fine reports, the work that goes on 'behind the scenes', customer service, and was appreciative that the children 'Hoosier' award books can be found in the library.

Rensselaer Library Parking Lot Expansion Project: H. Mohler recapped where we are on this project. To avoid extending the parking lot over the Macon-Self ditch we will be limited to 11 parking spaces. We received a letter late last fall that the city had approved our revised plans for storm drainage that comply with their ordinance. The water from parking lot will drain into a

combo sewer. It was noted the city did not accept our plan for a 'green' approach with the dry well because it did not comply with their ordinance. Mr. Mohler provided the board with copies submitted to the city of proposed plan showing the 20x20 retention pond that will collect the water, 12" pipe to existing manhole, pedestrian and parking lot lights, sidewalk, and parking spaces. The project estimate has been revised to \$60-65,000, up from the \$40,000 estimated twenty months ago although that estimate had not included the lighting or storm water retention work. Since estimates are well below the need to go out for bids or establish a common construction wage, we can seek three quotes from businesses of our selection. The entire process: seeking quotes, reviewing quotes, acceptance, etc would take approximately 30 days. The eleven extra parking spaces will still not be adequate to serve our patrons. Parallel street parking is available.

The board discussed other options for parking. P. Stringfellow was directed to contact the First Christian Church about using their lot during the week for our patrons. The library would welcome an opportunity to enter into some type of agreement for the use of their lot. The parking lot is located across the street from the Rensselaer Library. We will also contact the city about striping the street to encourage patrons to park there.

On a motion by J. Umlauf the board tabled the parking lot expansion project until the March Board Meeting. Motion seconded by D. George. Motion was unanimous.

Rensselaer Exterior Lights: The exterior lights that illuminate the words, Jasper County Public Libraries, on the front of the library are mounted in the ground and have been vandalized repeatedly, most recently in December. The lights are no longer usable. P. Stringfellow contacted Andy Andree in regard to alternative lighting solutions. A different approach would be to install lights on the exterior brick wall to shine down on the lettering. Andree Builders gave us a price to replace with this type of fixture for \$2300. Pictures of the fixture were shared with board. J. Melton moved, seconded by T. Schultz, to proceed with the purchase of these lights. Motion passed.

P. Stringfellow also discussed the need for new in-ground lights around the flagpole. Andy Andree has provided a quote for this work too which cannot be completed until the weather warms up due to associated concrete work. The Board will consider this quote to replace the two in-ground flag pole lights in early summer. In-ground lights are known to get moisture in them shorting them out. The lights, capacitors and wiring have been replaced many times over the years. One light is still illuminating the flag. Cost to replace these two lights is about \$3700.

Additional 2011 LIRF Transfer: A correction to a 2011 accounts payable voucher, found after the December 28th Board Meeting, left an appropriation in LIRF in the negative. Line items for each appropriation require a zero or positive balance according to State Board of Accounts. On a motion by J. Melton, seconded by D. George, the board approved the transfer. The board members signed the resolution retroactively.

Director's Report: Our 2012 budget has been approved by the Department of Local Government Finance. We received official word the first week of February.

Staff has been familiarizing themselves with the iPads purchased in January. They have found many ways to use these. They are great for community presentations, to project images during

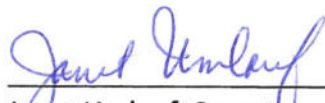
children's programs, for AV shopping trips, to access our catalog, etc. We have the ability to lock these down, track them, and shut down remotely if they are lost or stolen.

State Library Annual Report and Financial Annual Report have been submitted. Annual reports were made available to board members. The Financial Annual report will be advertised in the February 16th, newspapers as required.

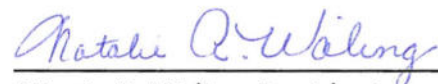
The Rensselaer Library will receive free, one-day, on-site collection care training from the Indiana Historical Society this summer. We requested this assistance which will include specialized training on collections care and fundraising for collections. Training will be designed specifically for us and may include basic handling and storage; environmental concerns, assessing the collection, and using proper display conditions and techniques. This will help us maintain our Milroy Collection and other local history items to the best of our abilities. Program is set for July.

Future Agendas: Parking Lot Project; Rensselaer Flag In-ground Lighting

Adjournment: With no further matters for discussion M. Sayler moved to adjourn the meeting at 7:00 PM.



Janet Umlauf, Secretary



Attest: N. Waling, President

CIRCULATION BY HOLDINGS CODE
February 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	13	1	0	14
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	9	2	0	11
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	51	4	2	57
Blu-Ray (DBR)	39	0	0	39
Books on CD (DBKCD)	208	6	10	224
Books on Tape (DBKT)	4	1	0	5
Compact Disc (DCD)	357	25	15	397
Digital Audiobooks (DDA)	10	0	0	10
DVD (DDVD)	1655	19	7	1681
Equipment (DEQP)	81	0	0	81
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	45	0	0	45
Fiction (DFIC)	696	34	17	747
Fiction Fantasy (DFICF)	21	2	2	25
Fiction Mystery (DFICM)	131	5	5	141
Fiction New (DFICNEW)	420	19	24	463
Fiction Science Fiction (DFICSF)	20	0	0	20
Fiction Western (DFICW)	53	1	0	54
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	51	0	0	51
Hanging Bags (DHANG)	15	0	2	17
ILL (DILL)	59	0	2	61
Internet (DINTER)	878	0	0	878
Juv. Audio book (DJAUDB)	31	0	0	31
Juv. Biography (DJBIO)	73	4	3	80
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	31	1	2	34
Juvenile Easy (DJE)	713	29	2	744
Juv. Easy Non-fiction (DJENF)	95	1	3	99
Juv. Easy Reader (DJER)	422	14	1	437
Juv. Fiction (DJFIC)	481	13	1	495
Juv. Holiday books (DJHOL)	60	5	0	65
Juv. Magazine (DJMAG)	41	0	0	41
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNFI)	291	17	4	312
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	119	1	1	121

Large Print Fiction (DLPF)	212	3	2	217
Large Print Nonfic (DLPNF)	10	0	0	10
Magazine (DMAG)	646	1	9	656
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	9	0	1	10
Nonfiction 100 (DNF100)	26	2	1	29
Nonfiction 200 (DNF200)	24	7	1	32
Nonfiction 300 (DNF300)	77	9	2	88
Nonfiction 400 (DNF400)	16	0	0	16
Nonfiction 500 (DNF500)	14	5	3	22
Nonfiction 600 (DNF600)	254	10	18	282
Nonfiction 700 (DNF700)	75	4	1	80
Nonfiction 800 (DNF800)	19	1	3	23
Nonfiction 900 (DNF900)	84	6	5	95
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	106	2	0	108
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	156	6	7	169
Nonfiction VHS (DNFVHS)	10	0	0	10
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	3	0	0	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	20	0	0	20
Software (DSWAR)	68	0	0	68
Vertical File (DVF)	4	0	0	4
VHS (DVHS)	76	0	0	76
YA Audio book (DYAUSB)	12	2	0	14
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	167	15	13	195
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	8	4	0	12
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	0	2	9
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	43	0	48
Blu-Ray (RBR)	0	82	0	82
Books on CD (RBKCD)	7	183	3	193
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	329	9	343
Digital Audiobooks (RDA)	0	5	0	5
DVD (RDVD)	11	2361	13	2385
Equipment (REQP)	0	123	0	123
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	42	0	42
Fiction (RFIC)	25	659	9	693
Fiction New (RFICNEW)	15	375	8	398

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	145	1	148
Hanging Bag (RHANG)	0	45	0	45
ILL (RILL)	0	58	2	60
Internet (RINTER)	0	1456	0	1456
Juv. Audio book (RJAUDB)	0	20	1	21
Juv. Biography (RJBIO)	4	62	2	68
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	36	4	40
Juvenile Easy (RJE)	15	781	6	802
Juv. Easy Non-fiction (RJENF)	11	77	0	88
Juv. Easy Reader (RJER)	1	352	1	354
Juv. Fiction (RJFIC)	8	572	2	582
Juv. Magazine (RJMAG)	0	25	0	25
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	507	4	521
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	3	0	3
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	4	113	0	117
Large Print Fiction (RLPF)	14	218	5	237
Large Print Nonfic (RLPNF)	1	11	1	13
Magazine (RMAG)	8	499	2	509
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	4	16	1	21
Non-Fiction 100 (RNF100)	0	22	0	22
Non-Fiction 200 (RNF200)	2	47	0	49
Non-Fiction 300 (RNF300)	1	98	11	110
Non-Fiction 400 (RNF400)	0	13	0	13
Non-Fiction 500 (RNF500)	0	32	0	32
Non-Fiction 600 (RNF600)	15	202	18	235
Non-Fiction 700 (RNF700)	9	78	2	89
Non-Fiction 800 (RNF800)	1	15	2	18
Non-Fiction 900 (RNF900)	8	64	9	81
Nonfiction Blu-Ray (RNFBFR)	0	5	0	5
Nonfiction DVD (RNFDVD)	3	152	3	158
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	11	236	12	259
Nonfiction VHS (RNFVHS)	1	23	0	24
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	7	0	7
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	11	0	11
Software (RSWAR)	0	61	0	61
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	5	0	5
YA Audio book (RYAUDB)	2	18	0	
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	13	197	5	215
YA Music CD (RYACD)	2	110	6	118
YA Nonfiction (RYANF)	1	25	1	27
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	10	11
Blu-Ray (WBR)	0	0	55	55
Books on CD (WBKCD)	17	6	165	188
Books on Tape (WBKT)	1	0	6	7
Compact Disc (WCD)	9	15	487	511
Digital Audiobooks (WDA)	0	0	3	3
DVD (WDVD)	6	9	1866	1881
Equipment (WEQP)	0	0	27	27
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	40	40
Fiction (WFIC)	31	31	283	345
Fiction Fantasy (WFICF)	0	0	2	2
Fiction Mystery (WFICM)	10	5	75	90
Fiction New (WFICNEW)	25	14	346	385
Fiction Science Fiction (WFICSF)	0	0	12	12
Fiction Western (WFICW)	0	1	5	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	0	19	21
Hanging Bags (WHANG)	1	3	13	17
ILL (WILL)	0	0	57	57
Internet (WINTER)	0	0	762	762
Juv. Audio book (WJAUDB)	2	0	21	23
Juv. Biography (WJBIO)	3	2	50	55
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	23	23
Juvenile Easy (WJE)	24	35	513	572
Juv. Easy Non-fiction (WJENF)	1	0	30	31
Juv. Easy Reader (WJER)	7	4	320	331
Juv. Fiction (WJFIC)	29	9	276	314
Juv. Magazine (WJMAG)	0	0	23	23
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	23	284	314
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	4	116	122
Large Print Fiction (WLPF)	13	3	113	129
Large Print Nonfic (WLPNF)	2	0	12	14
Magazine (WMAG)	7	5	318	330
Non-Fiction 000 (WNF000)	1	1	6	8
Non-Fiction 100 (WNF100)	0	2	4	6
Non-Fiction 200 (WNF200)	2	5	19	26
Non-Fiction 300 (WNF300)	3	2	49	54
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	1	6	7
Non-Fiction 600 (WNF600)	13	16	135	164
Non-Fiction 700 (WNF700)	3	1	33	37
Non-Fiction 800 (WNF800)	1	1	1	3
Non-Fiction 900 (WNF900)	4	3	48	55
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	4	96	102
Nonfiction (WNFIC)	1	0	0	1
Nonfiction New (WNFNEW)	13	4	129	146
Nonfiction VHS (WNFVHS)	0	0	9	9
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	3	41	44
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	1	74	75
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	2	3	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	16	8	149	173
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	14	16
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9756	11128	7465	28329

CIRCULATION BY HOLDINGS CODE
February 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	13	1	0	14
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	9	2	0	11
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	56	48	12	116
Blu-Ray (BR)	39	87	55	181
Books on CD (BKCD)	232	195	178	605
Books on Tape (BKT)	5	1	6	12
Compact Disc (CD)	371	369	511	1251
Digital Audiobooks (DA)	10	5	3	18
DVD (DVD)	1672	2389	1886	5947
Equipment (EQP)	81	123	27	231
See librarian (ERR)	0	0	0	0

Express Book (EXP)	45	42	40	127
Fiction (FIC)	752	724	309	1785
Fiction Fantasy (FICF)	21	2	4	27
Fiction Mystery (FICM)	141	10	80	231
Fiction New (FICNEW)	460	408	378	1246
Fiction Science Fiction (FICSF)	20	0	12	32
Fiction Western (FICW)	53	2	5	60
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	55	145	20	220
Hanging Bags (HANG)	16	48	15	79
ILL (ILL)	59	58	61	178
Internet (INTR)	878	1456	762	3096
Juv. Audio book (JAUDB)	33	20	22	75
Juv. Biography (JBIO)	80	68	55	203
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	31	37	29	97
Juvenile Easy (JE)	752	845	521	2118
Juv. Easy Non-Fiction (JENF)	107	78	33	218
Juv. Easy Reader (JER)	430	370	322	1122
Juv. Fiction (JFIC)	518	594	279	1391
Juv. Holiday (JHOL)	60	5	0	65
Juv. Magazine (JMAG)	41	25	23	89
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	308	547	292	1147
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	3	0	3
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	125	118	117	360
Large Print Fiction (LPF)	239	224	120	583
Large Print Nonfic (LPNF)	13	11	13	37
Magazine (MAG)	661	505	329	1495
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	14	17	8	39
Non-Fiction 100 (NF100)	26	26	5	57
Non-Fiction 200 (NF200)	28	59	20	107
Non-Fiction 300 (NF300)	81	109	62	252
Non-Fiction 400 (NF400)	16	13	1	30
Non-Fiction 500 (NF500)	14	38	9	61
Non-Fiction 600 (NF600)	282	228	171	681
Non-Fiction 700 (NF700)	87	83	36	206
Non-Fiction 800 (NF800)	21	17	6	44
Non-Fiction 900 (NF900)	96	73	62	231
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	111	158	99	368
Nonfiction (NFIC)	2	0	0	2
Nonfiction New (NFNEW)	180	246	148	574
Nonfiction VHS (NFVH)	11	23	9	43
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	7	0	7
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	3	0	0	3

Reference (REF)	83	73	53	209
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	20	11	2	33
Software (SWAR)	68	64	41	173
Vertical File (VF)	4	0	0	4
VHS	76	6	74	156
YA Audio book (YAUDB)	14	20	0	34
YA Biography (YAB)	1	2	0	3
YA Books on CD (YABKCD)	0	2	3	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	196	220	167	583
YA Music CD (YACD)	2	110	6	118
YA Nonfiction (YANF)	9	31	15	55
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	7	0	2	9
				0
Free reads	626	433	152	1211
Games/Puzzles	4	1	0	5
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10469	11635	7670	29774

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2364	1845	1102	5311
Nonfiction	1078	1117	669	2864
CHILDREN'S BOOKS				
Fiction	1847	1930	1239	5016
Nonfiction	558	701	380	1639
YA BOOKS				
Fiction	252	365	187	804
Nonfiction	10	33	15	58
Magazines, Adult	661	505	329	1495
Magazines, Children	41	25	23	89
Sound Recordings, adult	632	592	701	1925
Sound Recordings, ch	82	215	72	369
Online databases	0	0	0	0
Software	68	64	41	173
Vertical file	4	0	0	4
VHS/DVD/Blu-Ray	1909	2663	2123	6695
Equipment	81	123	27	231
Total	9587	10178	6908	26673
A-V Circulation	2691	3534	2937	9162
A-V Circulation as % of total	28.1%	34.7%	42.5%	34.3%

February 2012

[illegible]

MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	22,830	26,673	16.8%
Jan. to date circulation	49,488	52,217	5.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
21,075	21,165	12,131	12,143	13,084	13,063 Fiction
19,097	19,141	20,064	20,156	9,595	9,574 Nonfiction
					CHILDREN'S BKS
13,798	13,833	12,002	12,087	10,166	10,231 Fiction
9,310	9,380	6,537	6,559	5,604	5,609 Nonfiction
					YA BOOKS
2,109	2,073	2,580	2,604	2,051	2,078 Fiction
533	534	698	700	111	112 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,982	3,015	3,578	3,606	3,411	3,446 Sound Rec/Adult
706	707	396	429	739	748 Sound Rec/Child
19	19	29	29	7	7 Online Databases
378	378	357	357	181	181 Software
3	3			4	4 Vertical Files
3,833	3,884	5,724	5,821	3,192	3,211 VHS/DVD
118	118	142	142	57	57 Equipment
73,961	74,250	64,258	64,653	48,202	48,321 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	227	49	242	52	290	63	759	164
LOCAL HISTORY								
In person	4	1	5	1	1	0	10	3
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	878	37	1456	61	762	32	3096	129
Internet use-Wireless	402		460		202		1064	
Computer software used	117	10	160	13	106	9	383	32
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	6	1	0	0	12	2
CD ROM/Online databases	233	19	395	33	58	5	686	57
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	1	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	47	47	7	5	0	0	54	36
Notarized documents	5	1	5	1	2	1	12	3
Meeting Room Use (no. of group)	48	16	45	15	26	9	119	40
Study room use	32	3	29	2	27	2	88	7
Proctoring	0	0	2	1	0	0	2	1
Tax Forms distributed	0	0	23	0	3	0	26	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							350	
IN-HOUSE USE ITEMS	87		209		172		468	
SELF-CHECKOUT USE	376		917		545		1838	
INTERLIBRARY LOANS								
Requests made for:	89	22	63	16	34	9	186	47
Items rec'd for:	83	42	73	37	53	27	209	105
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8351	8505	4866	21722
Non-resident, paying	1	4	0	5
PLAC card users	0	3	0	3
Reciprocal borrowers	392	427	95	914
Number of New Patrons Added	51	31	33	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	1	6	0	0	2	12
Children's Programs (0-13)	9	54	15	90	12	72	36	216
Number attending	153		142		289		584	
YA Programs (14-17)	0	0	2	12	0	0	2	12
Number attending	3		12		1		16	
Adult Programs	2	12	5	30	0	0	7	42
Number attending	98		66		14		178	
Senior Citizen Programs	11	66	13	78	3	18	27	162
Number attending	130		94		20		244	
Total Number of Programs	23	138	36	216	15	90	74	444
Total Persons Attending	384		314		324		1022	
Total Attending Same Month Last Yr.	176		165		331		672	
Total Staff Hours Spent		386		460		245	1091	1075
Total Number of In-House Program	16		34		8		58	
Total Attendance	246		267		109		622	
Total Number of Outreach Program	7		2		7		16	
Total Attendance	138		47		215		400	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7306	76.8%	6494	64.3%	4604	67.2%	18404	69.5%
Corporate	0	0.0%	59	0.6%	4	0.1%	63	0.2%
Juvenile 0-11	108	1.1%	306	3.0%	99	1.4%	513	1.9%
Juvenile-AV	1017	10.7%	1272	12.6%	1022	14.9%	3311	12.5%
Nonresident No Fee	2	0.0%	36	0.4%	5	0.1%	43	0.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	284	3.0%	517	5.1%	192	2.8%	993	3.8%
Reciprocal Juvenile	2	0.0%	12	0.1%	0	0.0%	14	0.1%
Reciprocal Juvenile AV	19	0.2%	10	0.1%	16	0.2%	45	0.2%
Reciprocal YA	0	0.0%	31	0.3%	0	0.0%	31	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	14	0.1%	0	0.0%	14	0.1%
School AV	0	0.0%	8	0.1%	0	0.0%	8	0.0%
St. Joseph College	0	0.0%	53	0.5%	0	0.0%	53	0.2%
Staff	439	4.6%	776	7.7%	520	7.6%	1735	6.6%
Walking books	75	0.8%	32	0.3%	0	0.0%	107	0.4%
YA 12-17	25	0.3%	74	0.7%	28	0.4%	127	3.8%
YA-AV	231	2.4%	412	4.1%	365	5.3%	1008	3.8%
Total	9508		10106		6855		26469	
All items borrowed by nonresidents	307	3.2%	681	6.7%	213	3.1%	1201	4.5%

**Salary Ordinance 2012
Updated 3/12/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Christina Sanders	Janitor	\$11.25	2/27/12	13	W

Christina Sanders has been hired as a Janitor for the Wheatfield Library, replacing Joshua Ekdahl who is no longer employed by the library.

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 3/12/12.

Mari Anne Layler

Danella Harper

Janet Bonlauf

Franklin M. Schmitt

JCPL FINANCIAL STATEMENT

February 29, 2012

	<u>Beginning 2012 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$402,763.39	\$153,241.95	\$303,237.37	\$51,042.86	\$100,970.07	\$200,496.09
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$8,652.97	\$420.15	\$563.68	\$1,107.33	\$2,356.30	\$10,445.59
DeMotte	\$1,880.46	\$233.47	\$306.61	\$0.12	\$931.36	\$2,505.21
Rensselaer	\$4,953.13	\$121.11	\$162.26	\$830.90	\$1,074.87	\$5,865.74
Wheatfield	\$1,819.38	\$65.57	\$94.81	\$276.31	\$350.07	\$2,074.64
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$0.00	\$72.63	\$134.20	\$236,760.80
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$157,233.75	\$0.00	\$0.00	\$205,614.84
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$0.00	\$301,421.83
Includes Investments of: \$250,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$885.00	\$1,770.00	\$0.00	\$0.00	\$7,023.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$65.87	\$120.47	\$1,214,744.50
Includes Investments of: \$1,000,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$0.00	\$0.00	\$0.00	\$121,995.32
Sales Tax	\$45.19	\$0.00	\$44.36	\$18.66	\$28.86	\$29.69
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,491.13	\$16,555.64	\$8,491.13	\$16,555.64	\$0.00
FICA Tax Collected	\$0.00	\$5,382.87	\$10,381.72	\$5,382.87	\$10,381.72	\$0.00
State Tax Collected	\$3,421.24	\$3,340.35	\$6,761.64	\$3,546.28	\$6,886.63	\$3,546.23
County Tax Collected	\$2,546.79	\$2,496.74	\$5,043.48	\$2,683.24	\$5,179.98	\$2,683.29
Deferred Comp.	\$0.00	\$2,680.00	\$5,330.00	\$2,680.00	\$5,330.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,344.37	\$6,692.28	\$3,344.31	\$6,692.22	(\$0.06)
Employee Life Insur.	\$0.00	\$135.16	\$279.32	\$135.16	\$279.32	\$0.00
Employee P.E.R.F.	\$6,922.62	\$0.00	\$6,922.62	\$2,443.26	\$4,776.32	\$4,776.32
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$180,417.72	\$520,865.86	\$81,013.60	\$159,691.73	\$2,309,807.44

Bank Balances
Jasper County Public Library
Report as of: 2/29/2012

<i>Bank</i>		
1	Alliance Bank	\$817,373.62
2	Demotte State Bank	\$1,372.44
3	Alliance Bank-LIRF Acct	\$236,760.80
4	PNC Bank	\$4,030.58
5	Cash On Hand	\$270.00
6		\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,309,807.44

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 2/1/2012 To 2/29/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$9,912.06	\$49,679.94	16.6
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$88,436.73	\$170,584.36	\$872,606.64	16.4
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$5,179.78	\$9,943.08	\$59,176.92	14.4
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$7,288.38	\$14,056.70	\$75,594.30	15.7
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$0.00	\$196.39	\$3,127.61	5.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$0.00	\$18,152.30	\$57,975.70	23.8
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$0.00	\$98,002.00	\$7,651.76	\$15,277.48	\$82,724.52	15.6
Subtotal	\$1,439,008.00		\$1,439,008.00	\$113,557.31	\$238,122.37	\$1,200,885.63	16.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$65.64	\$359.36	15.4
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$1,906.32	\$2,005.60	\$4,994.40	28.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$321.10	\$1,020.24	\$4,979.76	17.0
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$1,146.42	\$1,185.16	\$5,014.84	19.1
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$120.88	\$120.88	\$2,379.12	4.8
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$102.35	\$352.79	\$2,147.21	14.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$1,420.64	\$2,190.17	\$12,409.83	15.0
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$5,017.71	\$6,940.48	\$32,984.52	17.4
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$175.00	\$175.00	\$3,825.00	4.4
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$200.00	\$800.00	\$4,200.00	16.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$455.51	\$825.81	\$4,174.19	16.5
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$14.40	\$1,012.60	\$1,987.40	33.8
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$2,356.43	\$2,989.13	\$18,010.87	14.2
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$3,528.44	\$3,631.08	\$4,368.92	45.4
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$73.52	\$102.60	\$1,397.40	6.8
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	0.0
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$1,719.00	\$24,281.00	6.6
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$2,510.02	\$6,801.76	\$23,198.24	22.7
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$5,966.09	\$11,784.67	\$63,215.33	15.7
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$105.25	\$263.70	\$1,336.30	16.5
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$458.30	\$910.80	\$4,489.20	16.9
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$2,165.00	\$2,633.00	\$55,967.00	4.5
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$74.90	\$225.10	25.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$27.00	\$1,989.84	\$210.16	90.4
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$51.45	\$101.45	\$88.39	\$205.25	(\$103.80)	202.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$9,359.42	\$10,321.07	\$102,075.93	9.2
Subtotal	\$498,192.00	\$51.45	\$498,243.45	\$27,492.72	\$46,440.21	\$451,803.24	9.3
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$201.25	\$201.25	\$33,348.75	0.6
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$3,582.78	\$4,678.04	\$148,481.18	3.1
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$129.99	\$815.01	\$24,184.99	3.3
4.53 NONPRINTED MATERIALS	\$81,000.00	\$231.46	\$81,231.46	\$3,260.19	\$6,040.01	\$75,191.45	7.4
Subtotal	\$289,550.00	\$3,390.68	\$292,940.68	\$7,174.21	\$11,734.31	\$281,206.37	4.0
Grand Total	\$2,266,675.00	\$3,442.13	\$2,270,117.13	\$153,241.95	\$303,237.37	\$1,966,879.76	13.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 2/1/2012 To 2/29/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$245,000.00	\$0.00	\$245,000.00	\$0.00	\$120,000.00	\$125,000.00	49.0
3.82 INTEREST-BONDS	\$72,218.00	\$0.00	\$72,218.00	\$0.00	\$37,233.75	\$34,984.25	51.6
Subtotal	\$317,848.00		\$317,848.00	\$0.00	\$157,233.75	\$160,614.25	49.5
Grand Total	\$317,848.00	\$0.00	\$317,848.00	\$0.00	\$157,233.75	\$160,614.25	49.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for **130 LIRF FUND**

Jasper County Public Library

Report Date: From 2/1/2012 To 2/29/2012

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$46,082.00	\$0.00	\$46,082.00	\$0.00	\$0.00	\$46,082.00	0.0
Subtotal	\$56,082.00		\$56,082.00	\$0.00	\$0.00	\$56,082.00	0.0
Grand Total	\$56,082.00	\$0.00	\$56,082.00	\$0.00	\$0.00	\$56,082.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,442.13
110.01	\$4.20

Voucher List**Jasper County Public Library****Report Date: From 2/1/2012 To 2/29/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	64	ALLIED WASTE SERVICES #71	2/10/2012	Trash removal, Whtfld Lib, Feb 2012 (Confirm #FBSBNN77)	\$53.90
0	65	GREAT-WEST RETIREMENT S	2/10/2012	Annuity Withheld from 10 Feb 12 Payroll (Conf #ZBCBFNH7)	\$1,340.00
0	66	INDIANA DEPARTMENT OF RE	2/17/2012	State & County Taxes w/held 10 Jan 12 Payroll, ref #76058, Verif Code #38	\$5,837.09
0	67	IRS USA TAXPAYMENT	2/13/2012	FICA & Federal Taxes w/held 10 February 12, Ref #02644688	\$10,961.61
0	68	JOSEPH ZELLON	2/10/2012	Courier Mileage-January 16-31, 2012 Confirm #NBIBEN85	\$399.60
0	69	TOWN OF DEMOTTE	2/10/2012	Sewer service, Jan 2012 (Confirm #IBLB4N85)	\$69.80
0	70	TOWN OF WHEATFIELD	2/10/2012	Sewer Service, February 2012	\$56.65
0	71	PAYROLL	2/10/2012	PAYROLL	\$50,701.72
31051	72	4-COUNTY SUPPLY	2/13/2012	Toilet Seat & Seal	\$19.98
31052	73	AARON'S LAWN CARE	2/13/2012	Snow removal, Wh. & Dm-12/27/11-1/21/12	\$1,170.00
31053	74	ABC-CLIO, LLC	2/13/2012	Pop Culture Universe 12 month online subscription, 3/6/12-3/5/13	\$749.00
31054	75	ACE HARDWARE	2/13/2012	Faucet Kit & Aeartor, etc- DeM Staff Lounge; Wall paper remover, container, paintbrush, shop towels, hardware, dry wall materials/screws, wood shims, pliers/adj wrench set,	\$148.21
0	76	ALLIANCE BANK	2/13/2012	EFT Direct Deposit Transaction Fees for January 2012 Payroll	\$36.70
31055	77	ALLSOURCE TELECOM, LLC	2/13/2012	Reset voicemail time & removed 106 & 149 from Option 9. Tested ok.	\$110.00
31056	78	AMERICAN LIB. ASSN.	2/13/2012	Bookmarks	\$78.05
31057	79	ANGELA BARTON	2/13/2012	Mileage: B2B, Book Vendor	\$75.48
31058	80	ANTHEM BLUE CROSS BLUE S	2/13/2012	Health Ins February Premiums	\$10,606.32
31059	81	ANTHEM LIFE	2/13/2012	Life Ins Premium-February 2012	\$95.94
31060	82	AVC CORPORATION	2/13/2012	2012 Annual Financial Computer Support	\$1,380.00
31061	83	BAKER & TAYLOR	2/13/2012	Books, Continuations, AV, Auto. Yours	\$4,472.98
31062	84	BAKER & TAYLOR ENTERTAIN	2/13/2012	DVDs	\$501.97
31063	85	BECKY WIENER	2/13/2012	Reimbursement for returned book	\$19.96
31064	86	BETH REASONER	2/13/2012	Mileage: Preschool Visits	\$5.55
31065	87	BIERMA HARDWARE, INC.	2/13/2012	Sink Repair @ Wh	\$33.89
31066	88	BLUETARP FINANCIAL, INC	2/13/2012	Epoxy, Plumbers Putty, White Tub Seal, Screws, Drywall, Dust Tech	\$66.51
31067	89	CAPITAL ONE BANK (USA), NA	2/13/2012	Nook & Kindle Jackets, SHRM Mtg, Postage for Newspapers, Gift Card for Beedle, B2B Expenses, DVDs, PLA Conference Registration, Children's Supplies, PLA Conference Airfare, PLA Hotel Fee, Summer Rdg Prizes	\$4,880.51
31068	90	CARDINAL OFFICE PRODUCT	2/13/2012	Mtnce Contract 10/21/11-1/21/12, DeMotte Workroom Copier DC 425 L	\$402.84
31069	91	CARRIAGE PAPER PRODUCTS	2/13/2012	Receipt Printer Ribbons	\$114.48
31070	92	CENTURYLINK	2/13/2012	Local Phones & Fax-Rens, February 2012	\$118.48
31071	93	CENTURYLINK	2/13/2012	Long Distance calls, January 2012	\$24.27
31122	94	COMMUNITY MEDIA GROUP, I	2/13/2012	Wh. Lib. Newspaper subscription, 2/25/12-2/25/13	\$120.00
31073	95	CULLIGAN OF KOUTS	2/13/2012	February Cooler Rental-Wh. Lib	\$9.95
31074	96	DELUXE BUSINESS CHECKS &	2/13/2012	400 Deposit Slips-PNC Bank	\$47.95
31075	97	DEMCO	2/13/2012	Book Jackets	\$743.21
31076	98	DEREK J. DEJONG	2/13/2012	Mileage: Recycling	\$6.66
31077	99	DEX	2/13/2012	Phone Directory listing, Feb, March, April	\$87.00
31078	100	DUCKWALL-ALCO STORES, IN	2/13/2012	Expenses for an Afterschool Program	\$5.47
31079	101	DUMAS, WEIST & MAHNESMIT	2/13/2012	For Professional Services	\$175.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31080	102	EMILY DURAN	2/13/2012	Mileage: LEU Day Indiana State	\$116.00
31081	103	ENA SERVICES LLC	2/13/2012	Internet Access-Jan 2012	\$885.00
31082	104	ENGAGED PATRONS.ORG	2/13/2012	Events Page Hosting Service 1/1/12 - 12/31/12	\$229.00
31083	105	GALE	2/13/2012	Books	\$23.99
31084	106	HERITAGE OFFICE PRODUCT	2/13/2012	Name Tag - Diana Wright	\$11.50
31085	107	INDIANA DEPARTMENT OF EN	2/13/2012	Annual Public Water System Fee-Wh & DeM Lib	\$200.00
31124	108	INDIANA UNIVERSITY , #407-12	2/13/2012	Registration for Indianapolis Youth Literature Conference - Barton & Phillips	\$190.00
31087	109	INTELLIGENT CLEANING SYST	2/13/2012	Toilet Paper & Multi Fold Towels	\$312.65
31088	110	JODY BURTON	2/13/2012	Reimbursement for Lost Book	\$11.99
31089	111	JOSE SAAVEDRA	2/13/2012	Reimbursement for Lost Book	\$15.00
31090	112	KAPCO	2/13/2012	Vinyl Label Protectors, Clear Polyester Wings, Book Covers, Magazine Reinforcements, Binding, Poly Covers	\$354.26
31091	113	KAPER'S BUILDING MATERIAL,	2/13/2012	Drywall	\$18.01
31092	114	KIRBY RISK CORPORATION	2/13/2012	Interior Light Bulbs	\$57.20
31093	115	KOLORTECH, INC.	2/13/2012	Light Bulbs	\$472.10
31094	116	KONE, INC.	2/13/2012	Qtly Elevator Maintenance Agreement	\$370.80
31095	117	LINDA POORTENGA	2/13/2012	Mileage: B2B, Purchase Equipment, Book Vendor, Library Council	\$121.55
31096	118	LIVE OAK MEDIA	2/13/2012	Audio Books	\$167.02
31097	119	MATTHEW DENO	2/13/2012	Reimbusement for a Lost Book	\$36.45
31098	120	MIDWEST TAPE	2/13/2012	DVDs	\$184.87
31099	121	MOOLENAAR SUPREME LAWN	2/13/2012	2012 Annual Lawn Fertilization & Grub Control Applications- Dem & Rens Lib	\$885.00
31100	122	NANCY PHILLIPS	2/13/2012	Supplies for Fish Tank	\$41.80
31101	123	NETWISE RESOURCES LLC	2/13/2012	Qrtly Maintenance on Rens. Workroom Copier	\$439.70
31102	124	NIPSCO	2/13/2012	Utilities, Wh. Lib, 1/3/12 - 2/1/12	\$2,361.56
31103	125	NORTHWESTERN INDIANA TE	2/13/2012	DeMotte Local Telephone Service-January	\$172.76
31104	126	OFFICE DEPOT	2/13/2012	Address Labels, Markers, Highlighters, Ink Cartridges, Construction Paper, DVD/CD Folders, Roll On Ink, Clasp Envelopes, Filament Tape	\$343.07
31105	127	OSBY WATER CONDITIONING	2/13/2012	Service Cal & Peroxidel-Wh. Lib	\$115.00
31106	128	PATTY STRINGFELLOW	2/13/2012	Mileage: Branch Visit, Library Council Mtg, Director's Mtg	\$110.45
31107	129	PEGGY WOODS	2/13/2012	Mileage: Post Office, WalMart, AV Shopping, Deposits, Have Checks Signed	\$7.93
31108	130	POINT OF SALE	2/13/2012	Thermal Paper Rolls	\$101.60
31109	131	QUILL CORPORATION	2/13/2012	Fax Ribbon, HP Cartridge, Toner, White Out, Copy Paper, Fine Point Markers, Correction Tape, Canon Cartridge, HP Toner, Black Ink, Ruled Pads, Construction Paper	\$1,302.47
31110	132	RACHAEL CAVINDER	2/13/2012	Mileage: Mgt Mtg, Preschool Visit, Vendor Mtg	\$27.75
31111	133	ROTARY CLUB of RENSSLAIE	2/13/2012	Nov/Dec Club Dues-Director	\$27.00
31112	134	ROEING CORP.	2/13/2012	Fuser Repair Kit LaserJet 4250	\$155.00
31113	135	REGENT BOOK CO., INC.	2/13/2012	BH&G Kitchen & Bath Ideas-February	\$13.67
31114	136	RYAN MUSCH	2/13/2012	Reimbursement for a Lost Book	\$4.99
31115	137	THE LIBRARY CORPORATION	2/13/2012	Enhanced Content Renewal & Comm. Protocol	\$6,050.00
31116	138	TRUGREEN CHEMLAWN	2/13/2012	8 Bags Ice Melt to DeM, 7 Bags Ice Melt to Wh, 10 Bags to Ren	\$312.50
31117	139	UNIQUE MANAGEMENT SERVI	2/13/2012	Collections-Initial & Secondary Placements-Dec & Jan	\$450.38
31118	140	VISION SERVICE PLAN- (IN)	2/13/2012	Vision Premium, 19 employees February 2012	\$219.55
31119	141	SUE TOBIAS	2/13/2012	Mileage: Bank Deposits, ILL Delivery, Orientation at Wheatfield, SHRM Mtg	\$40.85
31120	142	WASTE MANAGEMENT	2/13/2012	DeM. Trash Removal - Jan	\$60.50
31121	143	YVONNE DEL VECCHIO	2/13/2012	Mileage: Walking books Community Program Notice	\$35.91
31125	144	OSBY WATER CONDITIONING	2/13/2012	Salt & Chemicals - Water Softener @ Wh.	\$86.00
0	145	AFLAC	2/24/2012	Supplemental Ins. Premium February 2012 (Confirm #ZBWBNN4Y)	\$209.48

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	146	CENTURYLINK	2/24/2012	Local Phones & Fax-Wheatfield February 2012 ONLINE Pymt (Conf #9BZB2NAZ &QBHBDNAZ)	\$53.00
0	147	CITY OF RENSSELAER	2/24/2012	Utilities, Rens. 1/10/12 - 2/8/12 (Conf #QBJBZNOJ)	\$3,095.10
0	148	GREAT-WEST RETIREMENT S	2/24/2012	Annuity Withheld from 24 Feb 12 Payroll (Conf #WBMBNNDM)	\$1,340.00
0	149	IRS USA TAXPAYMENT	2/24/2012	FICA & Federal Taxes w/held 24 February 12, Ref #84003546	\$10,200.77
0	150	JOSEPH ZELLON	2/24/2012	Courier Mileage-February 1-15, 2012 Confirm #1BDBNN4K	\$366.30
0	151	NIPSCO	2/24/2012	Utilities, DeM. Lib. 1/9/12 - 2/6/12 Confirm #CBVB3N81	\$3,342.15
31126	152	WAL-MART COMMUNITY/GEM	2/24/2012	DVDs, Afterschool Program Supplies, Storytime Supplies, Magazines, Light Bulbs, Batteries, Third Thursday Supplies, Children's Supplies, Tape, CDs	\$1,025.91
0	153	PAYROLL	2/24/2012	PAYROLL	\$47,915.45
Total Amount of Claims					\$180,417.72

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, March 02, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$180,417.72

Date this 12th day of March, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

February 29, 2012

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	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,600.89	\$6,403.26
DeMotte	\$956.43	\$1,899.09		
Rensselaer	\$1,775.29	\$2,783.30		
Wheatfield	\$869.17	\$1,720.87		
PHOTOCOPIES:			\$858.60	\$1,647.52
DeMotte	\$373.60	\$675.55		
Rensselaer	\$301.70	\$627.37		
Wheatfield	\$183.30	\$344.60		
INTEREST (Checking, Repurchase, CDs):.....			\$257.27	\$493.21
TAXES:			\$46,044.83	\$92,089.66
Property Tax		\$0.00		
LOIT		\$0.00		
License Excise Tax		\$0.00		
Financial Institution Tax		\$0.00		
CVET(Commercial Vehicle Excise)		\$0.00		
Local Option/Certified Shares	\$38,037.58	\$76,075.16		
Local Option/Property Tax Repl.	\$8,007.25	\$16,014.50		
TAXABLE SALES:-.....			\$16.57	\$71.72
REFUNDS:			\$264.70	\$264.70
Rebates/Refund	\$9.12	\$9.12		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$250.00	\$250.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$5.58	\$5.58		
TOTAL OPERATING FUND RECEIPTS.....			\$51,042.86	\$100,970.07
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,107.33	\$2,356.30
DeMotte	\$0.12	\$931.36		
Rensselaer	\$830.90	\$1,074.87		
Wheatfield	\$276.31	\$350.07		
LIB. IMPROV. RESERVE FUND:			\$72.63	\$134.20
Interest Earned	\$72.63	\$134.20		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$0.00	\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer		\$0.00		
RAINY DAY FUND:		\$0.00	\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-..... 0			\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$54.60	\$65.87	\$120.47
Interest Earned	\$65.87	\$120.47		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-----			\$0.00	\$0.00
LEVY EXCESS FUND:-----			\$0.00	\$0.00
SALES TAX:-----			\$18.66	\$28.86
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$52,307.35	\$103,609.90

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,491.13	\$16,555.64
FICA Collected	\$5,382.87	\$10,381.72
State Tax Collected	\$3,546.28	\$6,886.63
County Tax Collected	\$2,683.24	\$5,179.98
Deferred Comp Plan	\$2,680.00	\$5,330.00
Pre-tax Insurance Plans	\$3,344.31	\$6,692.22
Life Insurance	\$135.16	\$279.32
PERF	\$2,443.26	\$4,776.32
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00
EIC	\$0.00	\$0.00

\$28,706.25

\$56,081.83

F5

TOTAL RECEIPTS - ALL FUNDS.....**\$81,013.60****\$159,691.73**

Voucher List**Jasper County Public Library****Report Date: From 3/1/2012 To 3/20/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	154	ALLIED WASTE SERVICES #71	3/9/2012	Trash removal, Whtfld Lib, March 2012 (Confirm #ABEBDNAV)	\$53.90
0	155	GREAT-WEST RETIREMENT S	3/9/2012	Annuity Withheld from 9 March 12 Payroll (Conf #FBKBFN8Q)	\$1,340.00
0	156	INDIANA DEPARTMENT OF RE	3/20/2012	State & County Taxes w/held 9 March 12 Payroll, ref #64040 Verification #32	\$6,229.52
0	157	IRS USA TAXPAYMENT	3/9/2012	FICA & Federal Taxes w/held 9 March 12, Ref #43839352	\$9,798.79
0	158	JOSEPH ZELLON	3/9/2012	Courier Mileage-February 16-29, 2012 Confirm #2BIBTN60	\$333.00
0	159	PAYROLL	3/9/2012	PAYROLL	\$45,676.67
31127	160	4-COUNTY SUPPLY	3/12/2012	Plumbing hardware, Janitor Rm Faucet-Rens	\$77.74
31128	161	AARON'S LAWN CARE	3/12/2012	Snow Removal - DeM & Wh. - Jan/Feb	\$505.00
31129	162	ACE HARDWARE	3/12/2012	Door bottom seal, Floor adhesive, spreader, paint brush-DeM. Repairs	\$21.76
0	163	ALLIANCE BANK	3/12/2012	Direct deposit fees-Feb	\$37.10
31130	164	ANGELA BARTON	3/12/2012	Mileage: Youth Literature Conference	\$115.44
31131	165	ANTHEM BLUE CROSS BLUE S	3/12/2012	Health/Dental Premiums-March	\$12,204.30
31132	166	ANTHEM LIFE	3/12/2012	Life Ins. Premium-March 2011	\$99.54
31133	167	BAKER & TAYLOR	3/12/2012	Books, Continuations, AV, Auto. Yours	\$10,126.68
31134	168	BAKER & TAYLOR ENTERTAIN	3/12/2012	DVDs	\$1,152.24
31135	169	BLUETARP FINANCIAL, INC	3/12/2012	Painting supplies, stripper, joint compound, fiberglass board, wall trim, liquid nails, caulk, motion sensor bulb, etc.	\$126.51
31136	170	BETH REASONER	3/12/2012	Mileage: Deliver flyers, Pre-School Visits-Feb	\$9.99
31137	171	CAPITAL ONE BANK (USA), NA	3/12/2012	B2B, SHRM, & Counterpart Mtg expenses, Sales tax credit; Background Checks-Feb	\$150.10
31138	172	CAPSTONE PRESS	3/12/2012	Children Books	\$4,550.74
31139	173	CENTURYLINK	3/12/2012	Rensselaer Local Service-March	\$118.48
31140	174	CHICAGO TRIBUNE	3/12/2012	Rensselaer Newspaper Subsc, 2/25/12-2/24/13 (M-F issues)	\$156.00
31141	175	CINDY ANDERSON	3/12/2012	Returned Lost Pd Book	\$5.95
31142	176	CULLIGAN OF KOUTS	3/12/2012	Water & Cooler Rental-Wh	\$63.95
31143	177	DANIEL J. HETTINGER	3/12/2012	Re-key Entry door locks; new Master & staff keys- Wh. Lib	\$811.50
31144	178	DAVIS WATER SERVICES, INC	3/12/2012	Softener Salt, Rust Buster Salt; Tannin Unit Rental-DeM. Lib	\$291.00
31145	179	DELUXE BUSINESS CHECKS &	3/12/2012	Deposit Slips (Alliance Bank)	\$84.13
31146	180	ENA SERVICES LLC	3/12/2012	Internet Access-Feb 2012	\$885.00
31147	181	GAIL EVANS	3/12/2012	Mileage (12/27-3/2/12): Bank Deposits, Deliver Bd Packets, Post Office (ILL), Mgmt Mtg, Courthouse filings	\$46.73
31148	182	GAYLORD BROS.	3/12/2012	Archival Materials-DeM; Processing Labels	\$147.93
31149	183	GUILDCRAFT	3/12/2012	Bookmarks, Ch. Crafts: Frames, Key Chains, Bracelets, Pirate Sticker Pads	\$111.70
31150	184	HIGHSMITH CO. INC.	3/12/2012	Bookmarks, Bibliofile Labels	\$138.99
31151	185	HP PRODUCTS CORP.	3/12/2012	SS Cleaner, Stride Neutral Cleaner, Urn Sand, Urninal Deodorizer Screens, Glass Cleaners	\$183.23
31152	186	JUNIOR LIBRARY GUILD	3/12/2012	YA Books	\$167.40
31153	187	K.V.ELECTRIC CORP.	3/12/2012	Replace Parking Lot Light Bulb-DeM.	\$119.00
31154	188	KIM DELGER	3/12/2012	BH&G Kitchen & Bath Magazines, 1 yr. (2011)	\$35.34
30841	189	KIM DELGER	3/12/2012	Lost Check reported. Stop Payment Issued, VOID Check and A/P #947 (11/14/2011)	(\$35.34)
31155	190	KOLORTECH, INC.	3/12/2012	Fluorescent Tubes, Outdoor Bulbs	\$459.60
31156	191	LAKESHORE LEARNING MATE	3/12/2012	Musical CDs-children	\$36.90
31157	192	LINDA POORTENGA	3/12/2012	Mileage: B2B Mtg.	\$53.28

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31158	193	LIVE OAK MEDIA	3/12/2012	Children Audio CD	\$32.35
31159	194	MAGAZINE SUBSCRIPTION SE	3/12/2012	Annual June-July-Aug Magazine Subscriptions	\$3,928.40
31160	195	JASPER COUNTY HOSPITAL	3/12/2012	Coliform Testing-DeM.	\$20.00
31161	196	KANKAKEE VALLEY PUBLISHI	3/12/2012	Rens Rep & KV Post ads - Annual Financial Report Legals, 2/16/2012	\$87.33
31162	197	MIDDLEBURY COMMUNITY PU	3/12/2012	NICCL Dues	\$50.00
31163	198	MIDWEST COLLABORATIVE F	3/12/2012	Succession Planning Workshop, 3/22, P. Stringfellow	\$99.00
31164	199	MIDWEST TAPE	3/12/2012	DVDs, Children	\$173.86
31165	200	NIPSCO	3/12/2012	Whtfld Utilities, 2/1-3/2/12	\$2,406.31
31166	201	ORIENTAL TRADING CO., INC	3/12/2012	Summer Reading prizes-Dem Ch.	\$102.00
31167	202	OSBY WATER CONDITIONING	3/12/2012	Totes of Peroxide - Water Softener system-Whtfld	\$100.00
31168	203	PATTY STRINGFELLOW	3/12/2012	Mileage: Learning Network, T.S. Mtg in Valpo, Br. Mgr Mtg, Marketing, etc.	\$217.56
31169	204	PHILLIP RICHARDS	3/12/2012	Books	\$53.85
31170	205	POSTMASTER	3/12/2012	PO Box 16 Rental-DeM.	\$76.00
31171	206	PRECISION CONTROL SYSTE	3/12/2012	Repacked leaky valve, ckecked pump seal	\$135.00
31172	207	QUILL CORPORATION	3/12/2012	Toner, Velcro Dots, Credit on toners, Binder, Inker	\$280.32
31173	208	RELIANCE LABEL SOLUTIONS,	3/12/2012	Patron Wallet Cards	\$876.18
31174	209	S & S WORLDWIDE, INC	3/12/2012	Construction Paper, Foam Sheets, Glue Dots, Elastic, Wooden sticks, Glue	\$59.16
31175	210	SMITH TRUE VALUE FARM ST	3/12/2012	Mulch and soil @ Rens front entry area	\$15.24
31176	211	STAPLES CREDIT PLAN	3/12/2012	Shredder, cross-cut	\$214.99
31177	212	SUE TOBIAS	3/12/2012	Mileage: Bank Deposits, New Employee Orientations, SHRM Mtg, Post Office	\$103.90
31178	213	SUNRISE PACKAGING INC.	3/12/2012	Audio CD Albums	\$220.28
31179	214	SVT, LLC	3/12/2012	Third Thursday Program & Mgmt Mtg Expenses	\$34.92
31180	215	TECH LOGIC CORP	3/12/2012	Annual Self-Checkout Software Maintenance Renewal, 3/1/12-2/28/2013	\$1,200.00
31181	216	TOWN OF DEMOTTE	3/12/2012	Sewer Wastewater-DeM Feb 2012	\$69.80
31182	217	TOWN OF WHEATFIELD	3/12/2012	Sewer Wastewater - Whtfld, March 2012	\$56.65
31183	218	VISION SERVICE PLAN- (IN)	3/12/2012	Vision Premiums-March	\$240.25
31184	219	WASTE MANAGEMENT	3/12/2012	Trash Pick-up - DeM Lib	\$60.50
31185	220	WEST GROUP	3/12/2012	Basic Legal Forms 2Dw/Commentary supplement	\$150.50
31186	221	ZIESE PLUMBING, HEATING, &	3/12/2012	Replace Water Heaters-Janitor's Rm & Electrical Room	\$1,826.00
0	222	DELUXE BUSINESS CHECKS &	3/12/2012	PNC Deposit Slips shipping & underpayment (Online Conf #FBJBINC)	\$13.54
31187	223	DEX ONE	3/12/2012	PhoneBook Listing fee. Short paid Feb 2012 bill.	\$1.52
0	224	CHICAGO TRIBUNE	3/12/2012	Daily Subscription, 3/12- 9/9/12 - DeMotte (OnLine Conf #JB8B4NQS)	\$195.00
31188	225	DUMAS, WEIST, MAHNESMITH	3/12/2012	Consultation-Common Construction Wage & Public Bid Law	\$175.00
31189	226	HP PRODUCTS CORP.	3/12/2012	Disinfectant, Trash Can Liners, Rubber Gloves, Hand Sanitizer	\$247.32

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$110,012.52

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 12, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$110,012.52

Date this 12th day of March, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Apr

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 9, 2012, 6pm
DeMotte Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of March Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 25)
Advance Tax Draw (R 25)

General Business

DeMotte Annual Report (R 25)	Information
Rensselaer Library Parking Lot (R 25)	Information
Jasper County Art League Plaque (R 25-R 26)	Action
Director Review (R 26)	Information

Director's Report (R 25- R 28)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

March 12, 2012
Rensselaer Library

Present: Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Janelle Harper, Patricia Stringfellow, Gail Evans

Absent: Natalie Waling, Jody Melton, Deana George

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, and Salary Ordinance revisions, Staff Complaint Policy, JCPL Public Purchase Policy, and JCPL Board Code of Ethics with no changes, were approved on a motion by M. Sayler, and seconded by J. Harper. Motion passed.

NICCL Resolution: The library through its participation in the Northern Indiana Computer Consortium of Libraries can collectively explore new and emerging technologies, seek out best technology practices, obtain training, and negotiate pricing of hardware, software and support services. Our System Administrator S. Maxwell finds it a valuable opportunity for networking, software demonstrations, and training. Membership dues are \$50. J. Harper moved, seconded by M. Sayler to pay the dues and designate Sheila Maxwell as the library's designated representative. Motion was unanimous.

Parking Lot: P. Stringfellow spoke with the minister of the First Christian Church regarding an arrangement for the library to use their parking lot located on the southwest corner of Susan & Van Rensselaer streets. The minister will be the liaison, communicating to the church trustees the library's desire to use their lot. The minister did comment that, in his opinion, the library could use the lot any time, calling the church and letting them know when the lot is needed. He stated that the church makes use of the lot on Tuesday and Wednesday evenings, and Sundays. The minister will be speaking with the church trustees at their March 13 meeting regarding our needs. We will first await the results of that meeting discussion. The board did discuss other options that might be pursued: establishing a more permanent arrangement with the church, through a purchase of the lot or renting it; entering into an agreement to provide some type of maintenance in exchange for our patron's using it on a regular basis. If an arrangement can be made, the library would request the city to stripe a crosswalk section from the parking lot across to the library.

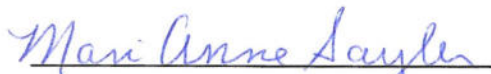
At our request Mike Murphy with the City Street Department met with G. Evans to discuss striping parking spots on city streets around the library. He stated the city would stripe the street for parallel parking in the spring along the west side of Van Rensselaer Street from the intersection at Susan Street going north past several residences at no cost to the library. The city has an ordinance that forbids parking on the east side of Van Rensselaer Street. There is another old ordinance that disallows parking on Susan Street from the funeral home to Van Rensselaer Street. It dates back to when the Rensselaer High School was located here. The library can petition the City Council to have the ordinance changed to allow parking on the north side for the safety of its patrons. On a motion by M. Sayler the board voted to ask the City Council to allow parking on the north side of Susan Street and have it striped. J. Harper seconded the motion. Motion passed. We will speak with our attorney for guidance in addressing the city council. If successful, the library could make available 25 street parking spaces along the two streets for our patrons. The board will receive updates at their April meeting.

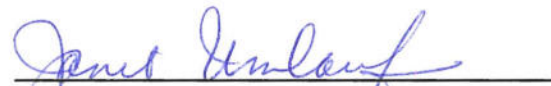
Director's Report: In the past several years the public have turned to libraries for various e-government services: completing applications for government programs, unemployment forms, tax forms, exams, etc. online. Often staff assistance is required. Libraries have not received additional funds to provide these services. Indiana State Library, in conjunction with the Information Institute of Florida State University, has asked libraries to answer a 50-question survey about how we meet e-government needs of our patrons by identifying and quantifying, time, equipment, and money spent to provide these services. Staff will complete this time-consuming activity by the deadline of March 15th.

The library will be featured in our local newspapers' *Progress Editions* this spring. Each of our libraries will be featured in the issue pertaining to their community, and we are appreciative of the publicity.

Future Agendas: Parking Lot Project; Rensselaer Flag In-ground Lighting

Adjournment: With no further matters for discussion J. Harper moved to adjourn the meeting at 6:27 PM.


M. Sayler, Secretary Pro-tem


Attest: Janet Umlauf, President Pro-tem

CIRCULATION BY HOLDINGS CODE
March 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	17	0	1	18
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	15	2	0	17
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	2	0	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	42	6	3	51
Blu-Ray (DBR)	46	0	0	46
Books on CD (DBKCD)	215	1	4	220
Books on Tape (DBKT)	5	1	0	6
Compact Disc (DCD)	341	12	16	369
Digital Audiobooks (DDA)	11	0	0	11
DVD (DDVD)	1653	24	5	1682
Equipment (DEQP)	93	0	0	93
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	47	0	0	47
Fiction (DFIC)	713	24	18	755
Fiction Fantasy (DFICF)	13	3	5	21
Fiction Mystery (DFICM)	162	9	0	171
Fiction New (DFICNEW)	500	21	12	533
Fiction Science Fiction (DFICSF)	10	1	0	11
Fiction Western (DFICW)	28	0	0	28
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	65	0	0	65
Hanging Bags (DHANG)	19	0	0	19
ILL (DILL)	95	0	0	95
Internet (DINTER)	1031	0	0	1031
Juv. Audio book (DJAUDB)	32	1	0	33
Juv. Biography (DJBIO)	38	0	5	43
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	14	1	1	16
Juvenile Easy (DJE)	716	30	6	752
Juv. Easy Non-fiction (DJENF)	45	1	0	46
Juv. Easy Reader (DJER)	301	8	1	310
Juv. Fiction (DJFIC)	559	8	8	575
Juv. Holiday books (DJHOL)	21	0	2	23
Juv. Magazine (DJMAG)	31	0	0	31
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	365	21	3	389
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	115	2	1	118

Large Print Fiction (DLPF)	191	3	2	196
Large Print Nonfic (DLPNF)	8	1	0	9
Magazine (DMAG)	713	9	3	725
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	20	1	4	25
Nonfiction 100 (DNF100)	22	0	0	22
Nonfiction 200 (DNF200)	22	1	3	26
Nonfiction 300 (DNF300)	63	7	3	73
Nonfiction 400 (DNF400)	8	0	0	8
Nonfiction 500 (DNF500)	27	1	0	28
Nonfiction 600 (DNF600)	252	6	7	265
Nonfiction 700 (DNF700)	81	2	1	84
Nonfiction 800 (DNF800)	9	0	0	9
Nonfiction 900 (DNF900)	64	6	1	71
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	82	2	0	84
Nonfiction (DNFIC)	3	0	0	3
Nonfiction New (DNFNEW)	179	7	8	194
Nonfiction VHS (DNFVHS)	9	0	0	9
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	3	0	4
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	16	0	0	16
Software (DSWAR)	55	1	0	56
Vertical File (DVF)	3	0	0	3
VHS (DVHS)	68	8	0	76
YA Audio book (DYAUDB)	9	2	0	11
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	210	11	8	229
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	20	3	2	25
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	10	0	0	10
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	40	1	45
Blu-Ray (RBR)	0	48	0	48
Books on CD (RBKCD)	8	196	2	206
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	8	274	6	288
Digital Audiobooks (RDA)	0	1	0	1
DVD (RDVD)	10	2250	10	2270
Equipment (REQP)	0	112	0	112
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	45	0	45
Fiction (RFIC)	37	651	21	709
Fiction New (RFICNEW)	23	404	8	435

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	90	0	94
Hanging Bag (RHANG)	0	28	0	28
ILL (RILL)	0	68	1	69
Internet (RINTER)	0	1422	0	1422
Juv. Audio book (RJAUDB)	0	25	1	26
Juv. Biography (RJBIO)	3	50	1	54
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	31	2	33
Juvenile Easy (RJE)	10	693	6	709
Juv. Easy Non-fiction (RJENF)	8	117	0	125
Juv. Easy Reader (RJER)	3	310	0	313
Juv. Fiction (RJFIC)	15	620	6	641
Juv. Magazine (RJMAG)	0	20	0	20
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	423	4	433
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	170	0	170
Large Print Fiction (RLPF)	16	198	0	214
Large Print Nonfic (RLPNF)	0	10	0	10
Magazine (RMAG)	13	507	4	524
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	5	10	2	17
Non-Fiction 100 (RNF100)	1	18	1	20
Non-Fiction 200 (RNF200)	3	65	3	71
Non-Fiction 300 (RNF300)	2	69	2	73
Non-Fiction 400 (RNF400)	0	14	0	14
Non-Fiction 500 (RNF500)	0	4	0	4
Non-Fiction 600 (RNF600)	13	236	8	257
Non-Fiction 700 (RNF700)	3	59	1	63
Non-Fiction 800 (RNF800)	1	13	1	15
Non-Fiction 900 (RNF900)	7	89	8	104
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	4	152	4	160
Nonfiction (RNFIC)	0	2	0	2
Nonfiction new (RNFNEW)	13	261	7	281
Nonfiction VHS (RNFVHS)	1	7	0	8
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	20	0	20
Software (RSWAR)	0	70	0	70
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	9	0	9
YA Audio book (RYAUDB)	3	12	0	15
YA Biography (RYAB)	0	4	0	4

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	13	172	4	189
YA Music CD (RYACD)	1	88	1	90
YA Nonfiction (RYANF)	1	19	0	20
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	4	16	24
Blu-Ray (WBR)	0	0	45	45
Books on CD (WBKCD)	25	6	151	182
Books on Tape (WBKT)	0	0	5	5
Compact Disc (WCD)	10	23	336	369
Digital Audiobooks (WDA)	1	0	0	1
DVD (WDVD)	15	14	1588	1617
Equipment (WEQP)	0	0	30	30
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	34	34
Fiction (WFIC)	31	28	302	361
Fiction Fantasy (WFICF)	3	0	6	9
Fiction Mystery (WFICM)	12	5	63	80
Fiction New (WFICNEW)	15	16	293	324
Fiction Science Fiction (WFICSF)	1	1	8	10
Fiction Western (WFICW)	1	0	5	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	31	31
Hanging Bags (WHANG)	5	0	27	32
ILL (WILL)	0	0	34	34
Internet (WINTER)	0	0	660	660
Juv. Audio book (WJAUDB)	0	3	25	28
Juv. Biography (WJBIO)	0	0	19	19
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	18	19
Juvenile Easy (WJE)	17	32	474	523
Juv. Easy Non-fiction (WJENF)	0	1	36	37
Juv. Easy Reader (WJER)	0	6	206	212
Juv. Fiction (WJFIC)	19	14	357	390
Juv. Magazine (WJMAG)	2	0	34	36
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	15	251	272
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	6	101	107
Large Print Fiction (WLPF)	11	6	101	118
Large Print Nonfic (WLPNF)	3	1	12	16
Magazine (WMAG)	2	6	381	389
Non-Fiction 000 (WNF000)	1	1	1	3
Non-Fiction 100 (WNF100)	2	1	14	17
Non-Fiction 200 (WNF200)	2	0	14	16
Non-Fiction 300 (WNF300)	5	3	26	34
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	0	1	19	20
Non-Fiction 600 (WNF600)	17	7	101	125
Non-Fiction 700 (WNF700)	1	5	25	31
Non-Fiction 800 (WNF800)	1	1	0	2
Non-Fiction 900 (WNF900)	6	7	38	51
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	4	65	70
Nonfiction (WNFIC)	0	0	3	3
Nonfiction New (WNFNEW)	7	3	81	91
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	2	48	50
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	6	59	65
YA Audio book (WYAUSB)	0	0	11	11
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	0	14	15
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	24	13	229	266
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	1	20	23
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10001	10693	6670	27364

CIRCULATION BY HOLDINGS CODE
March 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	17	0	1	18
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	15	2	0	17
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	50	50	20	120
Blu-Ray (BR)	46	48	45	139
Books on CD (BKCD)	248	203	157	608
Books on Tape (BKT)	5	1	5	11
Compact Disc (CD)	359	309	358	1026
Digital Audiobooks (DA)	12	1	0	13
DVD (DVD)	1678	2288	1603	5569
Equipment (EQP)	93	112	30	235
See librarian (ERR)	0	0	0	0

Express Book (EXP)	47	45	34	126
Fiction (FIC)	781	703	341	1825
Fiction Fantasy (FICF)	16	3	11	30
Fiction Mystery (FICM)	174	14	63	251
Fiction New (FICNEW)	538	441	313	1292
Fiction Science Fiction (FICSF)	11	2	8	21
Fiction Western (FICW)	29	0	5	34
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	69	90	31	190
Hanging Bags (HANG)	24	28	27	79
ILL (ILL)	95	68	35	198
Internet (INTR)	1031	1422	660	3113
Juv. Audio book (JAUDB)	32	29	26	87
Juv. Biography (JBIO)	41	50	25	116
Juv. Book on CD (JB CD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	14	33	21	68
Juvenile Easy (JE)	743	755	486	1984
Juv. Easy Non-Fiction (JENF)	53	119	36	208
Juv. Easy Reader (JER)	304	324	207	835
Juv. Fiction (JFIC)	593	642	371	1606
Juv. Holiday (JHOL)	21	0	2	23
Juv. Magazine (JMAG)	33	20	34	87
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	377	459	258	1094
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	2	1	5
Juv. Toddler (JTOD)	115	178	102	395
Large Print Fiction (LPF)	218	207	103	528
Large Print Nonfic (LPNF)	11	12	12	35
Magazine (MAG)	728	522	388	1638
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	26	12	7	45
Non-Fiction 100 (NF100)	25	19	15	59
Non-Fiction 200 (NF200)	27	66	20	113
Non-Fiction 300 (NF300)	70	79	31	180
Non-Fiction 400 (NF400)	8	14	0	22
Non-Fiction 500 (NF500)	27	6	19	52
Non-Fiction 600 (NF600)	282	249	116	647
Non-Fiction 700 (NF700)	85	66	27	178
Non-Fiction 800 (NF800)	11	14	1	26
Non-Fiction 900 (NF900)	77	102	47	226
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	87	158	69	314
Nonfiction (NFIC)	3	2	3	8
Nonfiction New (NFNEW)	199	271	96	566
Nonfiction VHS (NFVH)	10	7	1	18
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	3	0	4

Reference (REF)	81	78	34	193
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	16	20	2	38
Software (SWAR)	55	73	48	176
Vertical File (VF)	3	0	0	3
VHS	68	23	59	150
YA Audio book (YAUDB)	12	14	11	37
YA Biography (YAB)	1	4	1	6
YA Books on CD (YABKCD)	1	0	14	15
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	247	196	241	684
YA Music CD (YACD)	1	88	1	90
YA Nonfiction (YANF)	23	23	22	68
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	10	0	0	10
				0
Free reads	737	516	325	1578
Games/Puzzles	4	3	0	7
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10823	11290	7029	29142

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2561	1931	1203	5695
Nonfiction	1093	1129	485	2707
CHILDREN'S BOOKS				
Fiction	1787	1901	1167	4855
Nonfiction	496	633	322	1451
YA BOOKS				
Fiction	318	286	272	876
Nonfiction	24	27	23	74
Magazines, Adult	728	523	388	1639
Magazines, Children	33	20	34	87
Sound Recordings, adult	637	528	545	1710
Sound Recordings, ch	71	178	75	324
Online databases	0	0	0	0
Software	55	73	48	176
Vertical file	3	0	0	3
VHS/DVD/Blu-Ray	1889	2524	1777	6190
Equipment	93	112	30	235
Total	9788	9865	6369	26022
A-V Circulation	2652	3303	2445	8400
A-V Circulation as % of total	27.1%	33.5%	38.4%	32.3%

March 2012

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	74,623	64,968	48,547
Circulation Increase/Decrease	-3.6%	-4.3%	-9.6%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	27,511	26,022	-5.4%
Jan. to date circulation	76,999	78,239	1.6%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
21,165	21,301	12,143	12,208	13,063	13,141 Fiction
19,141	19,204	20,156	20,237	9,574	9,631 Nonfiction
					CHILDREN'S BKS
13,833	13,906	12,087	12,134	10,231	10,250 Fiction
9,380	9,402	6,559	6,571	5,609	5,586 Nonfiction
					YA BOOKS
2,073	2,106	2,604	2,628	2,078	2,089 Fiction
534	536	700	701	112	114 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,015	3,029	3,606	3,619	3,446	3,466 Sound Rec/Adult
707	707	429	429	748	748 Sound Rec/Child
19	19	29	29	7	7 Online Databases
378	378	357	357	181	181 Software
3	3			4	4 Vertical Files
3,884	3,914	5,821	5,893	3,211	3,273 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
74,250	74,623	64,653	64,968	48,321	48,547 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	180	39	211	46	309	67	700	152
LOCAL HISTORY								
In person	5	1	5	1	0	0	10	3
Letters written	0	0	16	16	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1031	43	1422	59	660	28	3113	130
Internet use-Wireless	433		446		229		1108	
Computer software used	205	17	130	11	88	7	423	35
VCR Use	0	0	0	0	0	0	0	0
Microforms	8	1	2	0	0	0	10	1
CD ROM/Online databases	168	14	486	41	67	6	721	60
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	2	1	1	0	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	34	34	13	9	0	0	47	31
Notarized documents	1	0	10	3	7	2	18	5
Meeting Room Use (no. of group	45	15	66	22	29	10	140	47
Study room use	14	1	22	2	35	3	71	6
Proctoring	2	1	4	2	0	0	6	3
Tax Forms distributed	4	0	20	0	7	0	31	0
Pull Requests	0	0	211	211	0	0	211	1266
E-books downloaded							350	
IN-HOUSE USE ITEMS	99		308		313		720	
SELF-CHECKOUT USE	271		704		381		1356	
INTERLIBRARY LOANS								
Requests made for:	70	18	64	16	24	6	158	40
Items rec'd for:	81	41	78	39	34	17	193	97
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8412	8544	4885	21841
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	395	436	97	928
Number of New Patrons Added	61	39	19	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	2	12	0	0	2	12
Children's Programs (0-13)	9	54	20	120	9	54	38	228
Number attending	150		266		243		659	
YA Programs (14-17)	0	0	1	6	2	12	3	18
Number attending	0		2		22		24	
Adult Programs	3	18	1	6	1	6	5	30
Number attending	69		80		24		173	
Senior Citizen Programs	8	48	5	30	2	12	15	90
Number attending	105		38		15		158	
Total Number of Programs	20	120	29	174	14	84	63	378
Total Persons Attending	324		386		304		1014	
Total Attending Same Month Last Yr.	293		358		382		1033	
Total Staff Hours Spent		345		652		229	1226	2270
Total Number of In-House Program	17		27		10		54	
Total Attendance	212		341		118		671	
Total Number of Outreach Program	3		2		4		9	
Total Attendance	112		45		186		343	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6934	71.4%	6512	66.5%	3782	59.7%	17228	66.7%
Corporate	0	0.0%	80	0.8%	0	0.0%	80	0.3%
Juvenile 0-11	171	1.8%	314	3.2%	77	1.2%	562	2.2%
Juvenile-AV	1310	13.5%	1059	10.8%	1047	16.5%	3416	13.2%
Nonresident No Fee	0	0.0%	26	0.3%	5	0.1%	31	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	407	4.2%	461	4.7%	186	2.9%	1054	4.1%
Reciprocal Juvenile	0	0.0%	10	0.1%	0	0.0%	10	0.0%
Reciprocal Juvenile AV	14	0.1%	14	0.1%	0	0.0%	28	0.1%
Reciprocal YA	0	0.0%	14	0.1%	0	0.0%	14	0.1%
Reciprocal YA AV	12	0.1%	2	0.0%	0	0.0%	14	0.1%
School	0	0.0%	15	0.2%	0	0.0%	15	0.1%
School AV	0	0.0%	12	0.1%	0	0.0%	12	0.0%
St. Joseph College	0	0.0%	21	0.2%	6	0.1%	27	0.1%
Staff	514	5.3%	835	8.5%	678	10.7%	2027	7.8%
Walking books	71	0.7%	36	0.4%	0	0.0%	107	0.4%
YA 12-17	42	0.4%	74	0.8%	71	1.1%	187	4.0%
YA-AV	236	2.4%	305	3.1%	483	7.6%	1024	4.0%
Total	9711		9790		6335		25836	
All items borrowed by nonresidents	433	4.5%	575	5.9%	197	3.1%	1205	4.7%

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the six Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the six Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first six months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the board for a person employed on an irregular and very limited basis.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

4. Explanation of Salary Plan

- 4.1 Employees will be paid no less than the minimum salary in their classification.
- 4.2 Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after six months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.3 An employee must work 8 months in the same position to qualify for the annual increase in January.

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III:

2 years of college graduate or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

Assistant to the Business Manager: 2 years of college or 2 years of experience in a related field (business and/or accounting). Requires extensive independent judgment and responsibility in maintaining accounting and personnel records.

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: Responsible for cleaning and light maintenance of library building.

Maintenance: Responsible for maintenance of library building.

Courier: Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. **Changing Classifications**

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and **Funeral Leave** after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay**

2.1 A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 31 hours per week will receive paid sick days on a prorated basis.

2.3 Sick pay may accumulate to a maximum of 96 days.

2.4 Sick pay may be used in case of illness of the employee or a *relative*, as defined in other policies or by law, living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick days per year may also be used for the ~~medical needs care~~ of a parent or child not living in the household. ~~with proper medical documentation from child's or parent's health care provider.~~ The Library reserves the right to request verifying documentation.

2.6 Employees absent 5 or more consecutive days must have a doctor's release to return to work.

2.7 Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.8 Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.9 Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

3.0 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3 An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Librarians I, II, III and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2 Vacation time is accrued from the first day of employment.

4.2.3 During the first partial year of employment, all vacation time is prorated.

4.2.4 Vacation time is credited after completion of the new employee's six-month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

4.2.6 Vacation time accrued during one calendar year may be taken after the beginning of the following calendar year.

4.2.7 Vacation time should be used in no less than ½ day increments. Exceptions may be granted *only* under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8 Vacation time is not cumulative from one year to the next.

4.2.9 Vacation leave will not accrue during unpaid leaves of absences.

~~4.3 Regulations for employees earning vacation before 1994. (These employees were hired under a policy requiring them to take vacation time the same year they earned it.) (Revised 4/06)~~

~~4.3.1 Vacation is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned.~~

~~4.3.2 Employees may defer (or accrue) days of their annual earned vacation leave, to be taken in the subsequent year, until they have accumulated 24 days of accrued vacation.~~

~~4.3.3 Employees may never take more than 24 vacation days in one year.~~

~~4.3.4 Vacation leave will not accrue during unpaid leaves of absence.~~

5. **Funeral leave**

5.1 Staff members who qualify may have up to three (3) paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, or (step) parent, or the spouse of any of the above.

5.2 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

6. **Paid Weather Days**

6.1 An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, have the option to make up any lost time if it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or

subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, offset by any amount received as jury or witness fees. Employees must present proof of the amount of jury pay received. An exempt employee will be paid his normal salary, less any jury fees received.

6.2.2 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1 The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. Meal time

Each employee working seven (7) hours or more in one day may take at least 30 minutes up to one hour of their own time for lunch or supper.

11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before

attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or MCLS.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13.

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

16.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

16.2 Employees traveling on approved library business will be reimbursed for mileage at the IRS approved rate.

16.3 Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. **Outside Employment:**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. **Workers Compensation:**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting:**

Telecommuting arrangements will only be allowed at the discretion of the Director.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 9th DAY OF April, 2012.

NAY

AYE

Deana K. George
Judy Maltz
Shelli Harper
Natalie A. Uebeling
Janet Umlof
MariAnne Sayler

ATTEST:

Janet Umlof
Secretary of the Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

March 31, 2012

	<u>Beginning 2012 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$402,763.39	\$150,802.46	\$454,039.83	\$106,036.89	\$207,006.96	\$155,730.52
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$8,652.97	\$286.93	\$850.61	\$324.86	\$2,681.16	\$10,483.52
DeMotte	\$1,880.46	\$175.84	\$482.45	\$107.79	\$1,039.15	\$2,437.16
Rensselaer	\$4,953.13	\$111.09	\$273.35	\$100.00	\$1,174.87	\$5,854.65
Wheatfield	\$1,819.38	\$0.00	\$94.81	\$117.07	\$467.14	\$2,191.71
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$0.00	\$47.68	\$181.88	\$236,808.48
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$157,233.75	\$18,348.44	\$18,348.44	\$223,963.28
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$0.00	\$301,421.83
Includes Investments of:	\$250,000.00					
State Technology Fund Grant Fund	\$8,793.00	\$885.00	\$2,655.00	\$0.00	\$0.00	\$6,138.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$15,123.93	\$15,244.40	\$1,229,868.43
Includes Investments of:	\$1,000,000.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$89,452.17	\$89,452.17	\$0.00	\$0.00	\$32,543.15
Sales Tax	\$45.19	\$0.00	\$44.36	\$5.88	\$34.74	\$35.57
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,198.01	\$24,753.65	\$8,198.01	\$24,753.65	\$0.00
FICA Tax Collected	\$0.00	\$5,133.91	\$15,515.63	\$5,133.91	\$15,515.63	\$0.00
State Tax Collected	\$3,421.24	\$3,546.28	\$10,307.92	\$3,398.36	\$10,284.99	\$3,398.31
County Tax Collected	\$2,546.79	\$2,683.24	\$7,726.72	\$2,548.07	\$7,728.05	\$2,548.12
Deferred Comp.	\$0.00	\$2,680.00	\$8,010.00	\$2,680.00	\$8,010.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,346.05	\$10,038.33	\$3,346.11	\$10,038.33	\$0.00
Employee Life Insur.	\$0.00	\$135.16	\$414.48	\$135.16	\$414.48	\$0.00
Employee P.E.R.F.	\$6,922.62	\$0.00	\$6,922.62	\$2,351.49	\$7,127.81	\$7,127.81
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$267,149.21	\$788,015.07	\$167,678.79	\$327,370.52	\$2,210,337.02

Bank Balances**Jasper County Public Library****Report as of: 3/31/2012**

Bank		
1	Alliance Bank	\$717,368.87
2	Demotte State Bank	\$1,782.38
3	Alliance Bank-LIRF Acct	\$236,808.48
4	PNC Bank	\$4,107.29
5	Cash On Hand	\$270.00
6		\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,210,337.02

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 3/1/2012 To 3/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$14,912.72	\$44,679.28	25.0
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$84,364.26	\$254,948.62	\$788,242.38	24.4
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$4,848.58	\$14,791.66	\$54,328.34	21.4
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$6,951.28	\$21,007.98	\$68,643.02	23.4
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$0.00	\$196.39	\$3,127.61	5.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$0.00	\$18,152.30	\$57,975.70	23.8
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$0.00	\$98,002.00	\$9,272.36	\$24,549.84	\$73,452.16	25.1
Subtotal	\$1,439,008.00		\$1,439,008.00	\$110,437.14	\$348,559.51	\$1,090,448.49	24.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$65.64	\$359.36	15.4
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$369.92	\$2,375.52	\$4,624.48	33.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$430.55	\$1,450.79	\$4,549.21	24.2
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$935.01	\$2,120.17	\$4,079.83	34.2
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$48.09	\$168.97	\$2,331.03	6.8
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$31.01	\$31.01	\$118.99	20.7
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$77.74	\$430.53	\$2,069.47	17.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$1,518.46	\$3,708.63	\$10,891.37	25.4
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$3,410.78	\$10,351.26	\$29,573.74	25.9
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$175.00	\$350.00	\$3,650.00	8.8
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$52.64	\$852.64	\$4,147.36	17.1
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$173.10	\$998.91	\$4,001.09	20.0
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,012.60	\$1,987.40	33.8
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,246.20	\$4,235.33	\$16,764.67	20.2
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$179.00	\$3,810.08	\$4,189.92	47.6
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$108.07	\$210.67	\$1,289.33	14.0
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$87.33	\$87.33	\$712.67	10.9
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$1,719.00	\$24,281.00	6.6
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$2,417.07	\$9,218.83	\$20,781.17	30.7
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$6,358.04	\$18,142.71	\$56,857.29	24.2
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$159.25	\$422.95	\$1,177.05	26.4
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$461.20	\$1,372.00	\$4,028.00	25.4
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$3,396.50	\$6,029.50	\$52,570.50	10.3
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$85.95	\$160.85	\$139.15	53.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$50.00	\$2,039.84	\$160.16	92.7
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$57.40	\$107.40	\$5.95	\$211.20	(\$103.80)	196.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$1,237.10	\$11,558.17	\$100,838.83	10.3
Subtotal	\$498,192.00	\$57.40	\$498,249.40	\$16,192.40	\$62,632.61	\$435,616.79	12.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$214.99	\$416.24	\$33,133.76	1.2
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$14,211.33	\$18,889.37	\$134,269.85	12.3
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$4,279.40	\$5,094.41	\$19,905.59	20.4
4.53 NONPRINTED MATERIALS	\$81,000.00	\$231.46	\$81,231.46	\$2,056.42	\$8,096.43	\$73,135.03	10.0
Subtotal	\$289,550.00	\$3,390.68	\$292,940.68	\$20,762.14	\$32,496.45	\$260,444.23	11.1
Grand Total	\$2,266,675.00	\$3,448.08	\$2,270,123.08	\$150,802.46	\$454,039.83	\$1,816,083.25	20.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	rEfund on Lost Bk Pd 2/8/12 & Found - A/P#175.
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,448.08
110.01	\$4.20

Voucher List**Jasper County Public Library****Report Date: From 3/1/2012 To 3/31/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	154	ALLIED WASTE SERVICES #71	3/9/2012	Trash removal, Whtfld Lib, March 2012 (Confirm #ABEBDNAV)	\$53.90
0	155	GREAT-WEST RETIREMENT S	3/9/2012	Annuity Withheld from 9 March 12 Payroll (Conf #FBKBFN8Q)	\$1,340.00
0	156	INDIANA DEPARTMENT OF RE	3/20/2012	State & County Taxes w/held 9 March 12 Payroll, ref #64040 Verification #32	\$6,229.52
0	157	IRS USA TAXPAYMENT	3/9/2012	FICA & Federal Taxes w/held 9 March 12, Ref #43839352	\$9,798.79
0	158	JOSEPH ZELLON	3/9/2012	Courier Mileage-February 16-29, 2012 Confirm #2BIBTN60	\$333.00
0	159	PAYROLL	3/9/2012	PAYROLL	\$45,676.67
31127	160	4-COUNTY SUPPLY	3/12/2012	Plumbing hardware, Janitor Rm Faucet-Rens	\$77.74
31128	161	AARON'S LAWN CARE	3/12/2012	Snow Removal - DeM & Wh. - Jan/Feb	\$505.00
31129	162	ACE HARDWARE	3/12/2012	Door bottom seal, Floor adhesive, spreader, paint brush-DeM. Repairs	\$21.76
0	163	ALLIANCE BANK	3/12/2012	Direct deposit fees-Feb	\$37.10
31130	164	ANGELA BARTON	3/12/2012	Mileage: Youth Literature Conference	\$115.44
31131	165	ANTHEM BLUE CROSS BLUE S	3/12/2012	Health/Dental Premiums-March	\$12,204.30
31132	166	ANTHEM LIFE	3/12/2012	Life Ins. Premium-March 2011	\$99.54
31133	167	BAKER & TAYLOR	3/12/2012	Books, Continuations, AV, Auto. Yours	\$10,126.68
31134	168	BAKER & TAYLOR ENTERTAIN	3/12/2012	DVDs	\$1,152.24
31135	169	BLUETARP FINANCIAL, INC	3/12/2012	Painting supplies, stripper, joint compound, fiberglass board, wall trim, liquid nails, caulk, motion sensor bulb, etc.	\$126.51
31136	170	BETH REASONER	3/12/2012	Mileage: Deliver flyers, Pre-School Visits-Feb	\$9.99
31137	171	CAPITAL ONE BANK (USA), NA	3/12/2012	B2B, SHRM, & Counterpart Mtg expenses, Sales tax credit; Background Checks-Feb	\$150.10
31138	172	CAPSTONE PRESS	3/12/2012	Children Books	\$4,550.74
31139	173	CENTURYLINK	3/12/2012	Rensselaer Local Service-March	\$118.48
31140	174	CHICAGO TRIBUNE	3/12/2012	Rensselaer Newspaper Subsc, 2/25/12-2/24/13 (M-F issues)	\$156.00
31141	175	CINDY ANDERSON	3/12/2012	Returned Lost Pd Book	\$5.95
31142	176	CULLIGAN OF KOUTS	3/12/2012	Water & Cooler Rental-Wh	\$63.95
31143	177	DANIEL J. HETTINGER	3/12/2012	Re-key Entry door locks; new Master & staff keys- Wh. Lib	\$811.50
31144	178	DAVIS WATER SERVICES, INC	3/12/2012	Softener Salt, Rust Buster Salt; Tannin Unit Rental-DeM. Lib	\$291.00
31145	179	DELUXE BUSINESS CHECKS &	3/12/2012	Deposit Slips (Alliance Bank)	\$84.13
31146	180	ENA SERVICES LLC	3/12/2012	Internet Access-Feb 2012	\$885.00
31147	181	GAIL EVANS	3/12/2012	Mileage (12/27-3/2/12): Bank Deposits, Deliver Bd Packets, Post Office (ILL), Mgmt Mtg, Courthouse filings	\$46.73
31148	182	GAYLORD BROS.	3/12/2012	Archival Materials-DeM; Processing Labels	\$147.93
31149	183	GUILDCRAFT	3/12/2012	Bookmarks, Ch. Crafts: Frames, Key Chains, Bracelets, Pirate Sticker Pads	\$111.70
31150	184	HIGHSMITH CO. INC.	3/12/2012	Bookmarks, Bibliofile Labels	\$138.99
31151	185	HP PRODUCTS CORP.	3/12/2012	SS Cleaner, Stride Neutral Cleaner, Urn Sand, Urninal Deodorizer Screens, Glass Cleaners	\$183.23
31152	186	JUNIOR LIBRARY GUILD	3/12/2012	YA Books	\$167.40
31153	187	K.V.ELECTRIC CORP.	3/12/2012	Replace Parking Lot Light Bulb-DeM.	\$119.00
31154	188	KIM DELGER	3/12/2012	BH&G Kitchen & Bath Magazines, 1 yr. (2011)	\$35.34
30841	189	KIM DELGER	3/12/2012	Lost Check reported. Stop Payment Issued, VOID Check and A/P #947 (11/14/2011)	(\$35.34)
31155	190	KOLORTECH, INC.	3/12/2012	Fluorescent Tubes, Outdoor Bulbs	\$459.60
31156	191	LAKESHORE LEARNING MATE	3/12/2012	Musical CDs-children	\$36.90
31157	192	LINDA POORTENGA	3/12/2012	Mileage: B2B Mtg.	\$53.28

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31158	193	LIVE OAK MEDIA	3/12/2012	Children Audio CD	\$32.35
31159	194	MAGAZINE SUBSCRIPTION SE	3/12/2012	Annual June-July-Aug Magazine Subscriptions	\$3,928.40
31160	195	JASPER COUNTY HOSPITAL	3/12/2012	Coliform Testing-DeM.	\$20.00
31161	196	KANKAKEE VALLEY PUBLISHI	3/12/2012	Rens Rep & KV Post ads - Annual Financial Report Legals, 2/16/2012	\$87.33
31162	197	MIDDLEBURY COMMUNITY PU	3/12/2012	NICCL Dues	\$50.00
31163	198	MIDWEST COLLABORATIVE F	3/12/2012	Succession Planning Workshop, 3/22, P. Stringfellow	\$99.00
31164	199	MIDWEST TAPE	3/12/2012	DVDs, Children	\$173.86
31165	200	NIPSCO	3/12/2012	Whetfld Utilities, 2/1-3/2/12	\$2,406.31
31166	201	ORIENTAL TRADING CO., INC	3/12/2012	Summer Reading prizes-Dem Ch.	\$102.00
31167	202	OSBY WATER CONDITIONING	3/12/2012	Totes of Peroxide - Water Softener system-Whetfld	\$100.00
31168	203	PATTY STRINGFELLOW	3/12/2012	Mileage: Learning Network, T.S. Mtg in Valpo, Br. Mgr Mtg, Marketing, etc.	\$217.56
31169	204	PHILLIP RICHARDS	3/12/2012	Books	\$53.85
31170	205	POSTMASTER	3/12/2012	PO Box 16 Rental-DeM.	\$76.00
31171	206	PRECISION CONTROL SYSTE	3/12/2012	Repacked leaky valve, ckecked pump seal	\$135.00
31172	207	QUILL CORPORATION	3/12/2012	Toner, Velcro Dots, Credit on toners, Binder, Inker	\$280.32
31173	208	RELIANCE LABEL SOLUTIONS,	3/12/2012	Patron Wallet Cards	\$876.18
31174	209	S & S WORLDWIDE, INC	3/12/2012	Construction Paper, Foam Sheets, Glue Dots, Elastic, Wooden sticks, Glue	\$59.16
31175	210	SMITH TRUE VALUE FARM ST	3/12/2012	Mulch and soil @ Rens front entry area	\$15.24
31176	211	STAPLES CREDIT PLAN	3/12/2012	Shredder, cross-cut	\$214.99
31177	212	SUE TOBIAS	3/12/2012	Mileage: Bank Deposits, New Employee Orientations, SHRM Mtg, Post Office	\$103.90
31178	213	SUNRISE PACKAGING INC.	3/12/2012	Audio CD Albums	\$220.28
31179	214	SVT, LLC	3/12/2012	Third Thursday Program & Mgmt Mtg Expenses	\$34.92
31180	215	TECH LOGIC CORP	3/12/2012	Annual Self-Checkout Software Maintenance Renewal, 3/1/12-2/28/2013	\$1,200.00
31181	216	TOWN OF DEMOTTE	3/12/2012	Sewer Wastewater-DeM Feb 2012	\$69.80
31182	217	TOWN OF WHEATFIELD	3/12/2012	Sewer Wastewater - Whetfld, March 2012	\$56.65
31183	218	VISION SERVICE PLAN- (IN)	3/12/2012	Vision Premiums-March	\$240.25
31184	219	WASTE MANAGEMENT	3/12/2012	Trash Pick-up - DeM Lib	\$60.50
31185	220	WEST GROUP	3/12/2012	Basic Legal Forms 2Dw/Commentary supplement	\$150.50
31186	221	ZIESE PLUMBING, HEATING, &	3/12/2012	Replace Water Heaters-Janitor's Rm & Electrical Room	\$1,826.00
0	222	DELUXE BUSINESS CHECKS &	3/12/2012	PNC Deposit Slips shipping & underpayment (Online Conf #FBJBINC)	\$13.54
31187	223	DEX ONE	3/12/2012	PhoneBook Listing fee. Short paid Feb 2012 bill.	\$1.52
0	224	CHICAGO TRIBUNE	3/12/2012	Daily Subscription, 3/12- 9/9/12 - DeMotte (OnLine Conf #JB8B4NQS)	\$195.00
31188	225	DUMAS, WEIST, MAHNESMITH	3/12/2012	Consultation-Common Construction Wage & Public Bid Law	\$175.00
31189	226	HP PRODUCTS CORP.	3/12/2012	Disinfectant, Trash Can Liners, Rubber Gloves, Hand Sanitizer	\$247.32
0	227	PAYROLL	3/23/2012	PAYROLL	\$48,536.83
0	228	AFLAC	3/23/2012	Supplemental Ins. Premium March 2012 (Confirm #3BJBGVJR)	\$209.48
0	229	CENTURYLINK	3/23/2012	Local Phone Service, Wh. Fax-March 2012 (Online Conf #CBYBWVNC)	\$14.82
0	230	CENTURYLINK	3/23/2012	Local Phone Service-Wh. Lib (online Conf #4BRBNVNC)	\$38.28
0	231	CITY OF RENSSLAER	3/23/2012	Rens Utilities, 2/8-3/7/12	\$3,033.15
0	232	GREAT-WEST RETIREMENT S	3/23/2012	Annuity Withheld from 23 March 12 Payroll (Online Conf #ZBVNB6V13)	\$1,340.00
0	233	IRS USA TAXPAYMENT	3/26/2012	EFT-FICA & Federal Taxes w/held 23 March 12, Ref #42544636	\$10,484.41
0	234	JOSEPH ZELLON	3/23/2012	Courier Mileage-March 1-15, 2012 (Online Confirm #JB5BAVCR)	\$366.30
0	235	NIPSCO	3/23/2012	DeMotte Utilities, 2/6-3/7/12 (Online Conf #3BPBMVW9)	\$3,661.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	236	JASPER COUNTY PUBLIC LIBR	3/29/2012	Transfer per DLGF (M. Bucy), retroactive 2009 transfer back to original funds.	\$32,175.00
0	237	JASPER COUNTY PUBLIC LIBR	3/29/2012	Transfer per DLGF (M. Bucy), retroactive 2009 transfer to original funds (Delinquent taxes collected)	\$57,277.17
Total Amount of Claims					\$267,149.21

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 02, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$267,149.21

Date this 9th day of April, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

March 31, 2012

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,721.36	\$9,124.62
DeMotte	\$996.91	\$2,896.00		
Rensselaer	\$1,170.79	\$3,954.09		
Wheatfield	\$553.66	\$2,274.53		
PHOTOCOPIES:			\$996.98	\$2,644.50
DeMotte	\$434.85	\$1,110.40		
Rensselaer	\$385.73	\$1,013.10		
Wheatfield	\$176.40	\$521.00		
INTEREST (Checking, Repurchase, CDs):.....			\$158.40	\$651.61
TAXES:			\$46,044.83	\$138,134.49
Property Tax		\$0.00		
LOIT		\$0.00		
License Excise Tax		\$0.00		
Financial Institution Tax		\$0.00		
CVET(Commercial Vehicle Excise)		\$0.00		
Local Option/Certified Shares	\$38,037.58	\$114,112.74		
Local Option/Property Tax Repl.	\$8,007.25	\$24,021.75		
TAXABLE SALES:-.....			\$34.04	\$105.76
REFUNDS:			\$56,081.28	\$56,345.98
Rebates/Refund	\$0.00	\$9.12		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$300.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$5.58		
Interfund Transfer	\$56,031.28	\$56,031.28		
TOTAL OPERATING FUND RECEIPTS.....			\$106,036.89	\$207,006.96
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$324.86	\$2,681.16
DeMotte	\$107.79	\$1,039.15		
Rensselaer	\$100.00	\$1,174.87		
Wheatfield	\$117.07	\$467.14		
LIB. IMPROV. RESERVE FUND:			\$47.68	\$181.88
Interest Earned	\$47.68	\$181.88		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$0.00	\$18,348.44	\$18,348.44
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$18,348.44	\$18,348.44		
RAINY DAY FUND:		\$0.00	\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-..... 0			\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$120.47	\$15,123.93	\$15,244.40
Interest Earned	\$51.48	\$171.95		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$15,072.45	\$15,072.45		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$5.88	\$34.74
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$139,887.68	\$243,497.58

WITHHOLDING ACCOUNT FUNDS:			\$27,791.11	\$83,872.94
FIT Tax Collected	\$8,198.01	\$24,753.65		
FICA Collected	\$5,133.91	\$15,515.63		
State Tax Collected	\$3,398.36	\$10,284.99		
County Tax Collected	\$2,548.07	\$7,728.05		
Deferred Comp Plan	\$2,680.00	\$8,010.00		
Pre-tax Insurance Plans	\$3,346.11	\$10,038.33		
Life Insurance	\$135.16	\$414.48		
PERF	\$2,351.49	\$7,127.81		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$167,678.79	\$327,370.52

Voucher List**Jasper County Public Library****Report Date: From 4/1/2012 To 4/11/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31190	238	ACE HARDWARE	4/9/2012	Spackle, Paint, Primer, Paint Brush, Paint Roller, Paint Tray, Cleaner, Nuts & Bolts, Light Bulb, Door Hold	\$237.81
31191	239	ALLIED WASTE SERVICES #71	4/9/2012	Trash removal, Whtfld Lib, April 2012	\$53.90
31192	240	AMSTERDAM	4/9/2012	Ultima Pen with Logo	\$309.16
31193	241	AMY VANSOEST	4/9/2012	Reimbursement for a lost book	\$8.99
31194	242	ANDREE BUILDERS, INC	4/9/2012	Exterior lights over signage at Rensselaer	\$2,300.00
31195	243	ANGELA BARTON	4/9/2012	Mileage: Children's Counterparts and B2B	\$127.10
31196	244	ANTHEM BLUE CROSS & BLUE	4/9/2012	Administrative COBRA services-2012 (19 participants)	\$342.00
31197	245	ANTHEM BLUE CROSS BLUE S	4/9/2012	Health/Dental Premiums-April	\$11,138.98
31198	246	ANTHEM LIFE	4/9/2012	Life Ins. Premium-April 2012	\$99.54
31199	247	ARCADIA PUBLISHING	4/9/2012	Books	\$56.56
31276	248	BAKER & TAYLOR	4/9/2012	Books, Continuations, AV, Auto. Yours	\$9,900.97
31201	249	BAKER & TAYLOR ENTERTAIN	4/9/2012	DVDs	\$372.58
31202	250	BLUETARP FINANCIAL, INC	4/9/2012	Paint and Supplies, Paint, Screws, Stripping, Bolts, Primer, Plywood, Fiberglass	\$144.87
31203	251	BOYCE FORMS/SYSTEMS	4/9/2012	4 General Receipt Books-numbered	\$143.17
31204	252	CAMPBELL PRINTING COMPA	4/9/2012	Memorial Envelopes	\$114.31
31205	253	CAPITAL ONE BANK (USA), NA	4/9/2012	SHRM Mtg, Books, Teen Gaming Prize, Anniversary Cards/Gifts, PLA Expenses, Online Survey, Children Ctrpts Expenses, Children's Prize, 3rd Thurs. Expenses, B2B Expenses, Childrens Supplies, DVD	\$1,127.36
31206	254	CAPSTONE PRESS	4/9/2012	Children Books	\$20.49
31207	255	CENTER POINT PUBLISHING	4/9/2012	Books	\$55.57
31208	256	CIRCLE R ELECTRIC, INC.	4/9/2012	Replaced water control board at Wheatfield	\$320.00
31209	257	CREATIVE PRODUCT SOURC	4/9/2012	Library Bags	\$142.10
31210	258	CULLIGAN OF KOUTS	4/9/2012	April Cooler Rental-Wht. Lib	\$9.95
31211	259	DAVIDSON TITLES INC.	4/9/2012	Books	\$513.38
31212	260	DAVIS WATER SERVICES, INC	4/9/2012	Tannin Unit Rental-DeM. Lib for Feb & March	\$60.00
31213	261	DEBRA WILSON	4/9/2012	Reimbursement for lost books	\$150.95
31214	262	DEMCO	4/9/2012	Book Tape, Classification Labels, and Book Pockets	\$118.83
31215	263	DEMOTTE CARPET, INC	4/9/2012	Caulking Material	\$18.00
31216	264	DIANA KOOY	4/9/2012	Programming Supplies, Mgmt Mtg Supplies	\$28.03
31217	265	DIGITAL INNOVATIONS	4/9/2012	SkipDr Resurfacing Wheels- 8 (DeM & Rens ea), 9 (Whtfld)	\$37.50
31218	266	DISNEY EDUCATIONAL PROD	4/9/2012	DVDs	\$87.46
31219	267	DUCKWALL-ALCO STORES, IN	4/9/2012	Afterschool program supplies	\$14.78
31220	268	ENA SERVICES LLC	4/9/2012	Internet Access-March 2012	\$885.00
31221	269	EVELYN BRISTOL	4/9/2012	Mgmt mtg supplies, Jim Gill CD's	\$94.02
31222	270	FAEGRE BAKER & DANIELS, L	4/9/2012	Legal Assistance on social media policy, employment application, & personnel matters	\$1,270.00
31223	271	FINDAWAY WORLD, LLC	4/9/2012	Earbuds	\$473.60
31224	272	GAIL EVANS	4/9/2012	INPRS Wksp expenses, Cleaning Wipes	\$47.56
31225	273	GAIL EVANS	4/9/2012	Petty Cash - Rens (Postage, Ipad Cleaning Clothes, G. Huddleston Orientation	\$50.06
31226	274	GALE	4/9/2012	Book	\$22.49
31270	275	HP PRODUCTS CORP.	4/9/2012	Stainless steel Cleaner, Gleme Glass Cleaner, Mop, Lime off Cleaner, Lime Away, Dust Mop	\$125.56
31228	276	INDIANA LIBRARY FEDERATIO	4/9/2012	ILF 2012 District 1 Conference: J. Jones, J. Tachtiris	\$150.00
31229	277	INDIANA DEPT. OF WORKFOR	4/9/2012	Unemployment Compensation Ins, 1st Qtr 2012	\$1,403.62
31271	278	INDIANA INSURANCE COMPA	4/9/2012	Semi-Annual Worker's Comp Insurance Renewal & Building Insurance	\$10,861.50

F6b						
Warrant	Claim					
Number	Number	Name of Claimant	Date	Explanation	Total	
31231	279	INPRS fbo PERF	4/9/2012	1st Qtr PERF employer & employee contributions	\$25,824.98	
31232	280	INTELLIGENT CLEANING SYST	4/9/2012	Roll Towels and Multifold Towels & Jumbo Toilet Tissue	\$406.18	
31233	281	JAN WAY COMPANY USA, INC.	4/9/2012	Safari Key Ring Purse	\$143.28	
31234	282	JODY BURTON	4/9/2012	Reimbursement for lost book	\$8.95	
31235	283	KIM DELGER	4/9/2012	Circulation Counterparts Mtg Expenses	\$27.67	
31236	284	KOLORTECH, INC.	4/9/2012	4' and 2' Fluorescent Bulbs, Track Bulbs - Whtfld	\$450.72	
31237	285	KONE, INC.	4/9/2012	Replace Emergency Light battery in Elevator - power outage	\$352.35	
31238	286	LIBRARY VIDEO COMPANY	4/9/2012	DVDs	\$147.29	
31239	287	LINDA POORTENGA	4/9/2012	PLA Lunch : P. Stringfellow, E. Bristol, B. Amalong, & L. Poortenga. Mileage: Advisory, Mngt mtg, PLA	\$111.63	
31240	288	MELISSA J. WIDNER	4/9/2012	Book Cleaning Wipes, Volunteer Week Materials	\$72.14	
31241	289	MIDWEST COLLABORATIVE F	4/9/2012	MCLS Annual Membership Fee (7/1/12-6/30/13)	\$125.00	
31242	290	NIPSCO	4/9/2012	Whtfld Utilities, 3/2/12-3/30/12	\$2,103.65	
31243	291	OFFICE DEPOT	4/9/2012	Chair Mat, Duster, Contact Paper, Writing pads, Folders, Tape, Labels, CD Folders, Envelopes; credit on ret'd inkjet cartridges	\$202.43	
31244	292	OSBY WATER CONDITIONING	4/9/2012	Cleaned out both softner and sulfur guard. Various parts clogged after Well pump pulled.	\$190.00	
31245	293	PAT KOPANDA	4/9/2012	Books	\$40.00	
31246	294	PATTY STRINGFELLOW	4/9/2012	Mileage: Director's Mtg, NIPSCO Wksp, Carpool to MCLS Wksp	\$124.88	
31247	295	PEGGY WOODS	4/9/2012	Mileage: Walmart, Post office, Deposit, AV Shopping; Replacement CD (Hooked on Spanish)	\$28.81	
31248	296	PRECISION CONTROL SYSTE	4/9/2012	Fixed overheating VAU 17, Replaced valve and actuator, Tightened packing and valve, replaced ceiling tile	\$1,195.75	
31249	297	QUILL CORPORATION	4/9/2012	Velcro Tape, Dual Pack Cartridges, Labels, Dual Laser Pack, Cardstock	\$350.53	
31250	298	REBECCA AMALONG	4/9/2012	Mileage: Continuations Mtg, Mgmt Mtg, PLA	\$170.38	
31251	299	RENSSELAER CHAMBER OF C	4/9/2012	Chamber Luncheon Meeting Expenses-Poortenga	\$16.00	
31252	300	ROTARY CLUB of RENSSELAE	4/9/2012	Jan/Feb Club Dues-Director	\$27.00	
31253	301	ROEING CORP.	4/9/2012	Annual Maintenance on ARCServe, 2nd Installment on Contract #10528	\$7,778.00	
31254	302	SCHOLASTIC LIBRARY PUBLIS	4/9/2012	Books	\$1,311.73	
31255	303	SHEILA MAXWELL	4/9/2012	Mileage: Systems Mtg, A/C Mtg, Mgmt Mtg	\$294.15	
31256	304	SUE TOBIAS	4/9/2012	Mileage: Insurance Seminar, SHRM Mtg, Bank Deposit	\$187.81	
31257	305	SVT, LLC	4/9/2012	Third Thursday Expenses	\$15.53	
31258	306	TEAM SOFTWARE SOLUTION	4/9/2012	Public Web browser Version 2 annual renewal	\$125.00	
31259	307	THE TIMES	4/9/2012	Renew Subscription 4/23/12-4/23/13	\$221.00	
31260	308	TODD W. LUKE	4/9/2012	Window Caulking, Paint for foyer	\$69.82	
31261	309	TOWN OF DEMOTTE	4/9/2012	Sewer Wastewater-DeM March 2012	\$70.90	
31262	310	IMCPL	4/9/2012	Reimbursement for a damaged ILL Book #87336593	\$12.95	
31263	311	TRU-GREEN LIMITED PARTNE	4/9/2012	Applescab Treatment & Ornamental Beed Weed	\$367.25	
31264	312	UNIQUE MANAGEMENT SERVI	4/9/2012	Collections-Initial & Secondary Placement - Feb	\$396.38	
31265	313	VISION SERVICE PLAN- (IN)	4/9/2012	Vision Premiums-April	\$198.85	
31266	314	WAL-MART COMMUNITY/GEM	4/9/2012	Books, YA & Kids Programming Supplies, DVD, Batteries, Storytime Supplies, Fear Factor Supplies, Teen Tech Week Supplies	\$920.46	
31267	315	WASTE MANAGEMENT	4/9/2012	Trash Pick-up - DeM Lib	\$60.50	
31268	316	YVONNE DEL VECCHIO	4/9/2012	Mileage: Walking Books, Book clubs, Community Project Events	\$39.18	
31269	317	INDIANA LIBRARY FEDERATIO	4/9/2012	ILF District 1 Registrations: D. Kooy, R. Cavinder, D. Opolski, C. DeVries	\$300.00	
31272	318	BILL MONTGOMERY & SON W	4/9/2012	Pump Replacement at Whtfld Lib due to Power Outage problems	\$10,891.52	
0	319	ALLIANCE BANK	4/9/2012	Direct deposit fees-March	\$37.40	
31273	320	TOWN OF WHEATFIELD	4/9/2012	April Sewer Wastewater Fee-Wh. Lib	\$56.65	

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	321	GREAT-WEST RETIREMENT S	4/9/2012	Annuity Withheld from 10 April 12 Payroll (Online Conf #5B5BQV18)	\$1,340.00
0	322	INDIANA DEPARTMENT OF RE	4/9/2012	State & County Taxes w/held 10 April 12 Payroll, ref #58675 Verification #37	\$5,946.43
0	323	IRS USA TAXPAYMENT	4/9/2012	EFT-FICA & Federal Taxes w/held 10 April 12, Ref #05288871	\$10,485.07
0	324	JOSEPH ZELLON	4/9/2012	Courier Mileage-March 16-31, 2012 (Online Confirm #YBQBWVLG)	\$366.30
0	325	PAYROLL	4/10/2012	PAYROLL	\$48,650.98
31274	326	CENTURYLINK	4/9/2012	Rensselaer Local phone services-April	\$118.20
31275	327	JASPER FOUNDATION, INC.	4/9/2012	Milroy Display Grant Recognition Celebration Meeting-L Poortenga, 5/7/12	\$18.00
Total Amount of Claims					\$165,837.43

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 09, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$165,837.43

Date this 9th day of April, 20 12.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

May

May



Dear Board Members,

Thank you very much
for your kind words of
recognition on my 15 year
anniversary.

I'll also be sure to read
a book on my special
day off!

Sincerely,

Hinda Thompson

5/14/12
mth

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 14, 2012, 6pm
Rensselaer Public Library**

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

Gift Policy (R 20)	Action
Social Media Policy (R 20)	Action
Circulation Policy (R 20)	Action
Approval to Add New Material Type-Playaway View (R 20)	Action
Resolutions to Establish New Subcategories (R 21)	Action
Director Salary 2012 (R 21)	Action

Director's Report (R 20-R 24)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

April 9, 2012
DeMotte Library

Present: Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Janelle Harper, Natalie Waling, Jody Melton, Deana George, Patricia Stringfellow, Gail Evans, Brenda Thompson, Evie Bristol

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills/financial reports, Personnel Policy with minor changes, and Advance Tax Draw were approved on a motion by J. Umlauf, and seconded by J. Melton. Motion passed.

DeMotte Library Annual Report: B. Thompson, Branch Manager, was excited to share photos of furniture located in the adult section and YA areas purchased in 2011 for her library that provides a more attractive and welcoming reading atmosphere for patrons and young adults alike. Friends donated money for some of the furniture with the library paying the balance. We have purchased archival boxes to preserve photos kept in the Indiana Room. These are also stored on a thumb drive and kept in a locking fire box paid for by the Friends Group. The magazine section is now housing a new wooden newspaper stand. We've added more magazines, expanding to diversified interests. B. Thompson shared colored pictures of a variety of hanging displays, poetry/artist wall, window decals that decorate the library. She was proud to state that her staff is very creative and that carries through in their presenting unique and diverse programs for patrons. Brenda appreciates the opportunity to be part of the Books-to-Bridge Program, a seven-county initiative, which promotes literacy in schools, libraries, and pre-schools. A book is selected for each group... adults, teens, and children every year. The whole B2B program centers around the selected titles commencing in the Fall annually for each age group. Members of B2B also receive a free copy of each title for their library compliments of the sponsors supporting the 7-County Read Program.

(T. Schultz joined the meeting during the Annual Report presentation.)

E. Bristol highlighted the successes in the Youth Services Department beginning with three author visits, and the phenomenal Paws-to-Read that encourages children to read regardless of their abilities. The YA area sports a retro type café table and stools, as B. Thompson mentioned, to update and modernize this department. A lot of positive publicity has been generated through the KV Post articles, and through partnering with the Town of DeMotte and Chamber in planning some community events later this year.

President N. Waling was very complimentary citing the interesting varied programs at DeMotte Library, and sharing a like interest in promoting reading literacy especially for youth. Great reports from Brenda and Evie!

Rensselaer Library Parking Situation: In an effort to have the north side of Susan Street designated for parking, P. Stringfellow contacted the Mayor's Office regarding the process to request an ordinance change. The police chief came out to measure the street and learned that it was only 30' wide. Regulations require the street to be at least 40' wide for street parking. Street parking along the east side of the library is not affected. Once striping along Van Rensselaer Street is completed, it should generate another 15 or more parking spaces.

P. Stringfellow spoke with Reverend Jon Bormann after his church's trustee meeting in March. He said that their board did not object to the library using the lot and calling ahead. Our board toyed with the idea of getting into the specifics of a request, a general statement of our needs, or asking to use it on days we have an overflow need and see how that goes. After a period of discussion, the library board by consensus felt that a written letter addressed to the Reverend and the First Christian Church Trustees acknowledging an offer to use the church's lot when the library has an overflow problem.

It was noted that the library still has the plans, approvals, and specifications that H. L. Mohler did for the proposed parking lot to the north of the library should the board ever decide to proceed with additional parking on our site.

Art League Plaque: Last year the Art League donated a painting in memory of Marie Courtright to the library. J. Groppe on behalf of the Art League requested to have a 5x7 plaque with the artist name, subject of painting, and acknowledging the reason it was given to the library, engraved on a walnut plaque to accompany the painting. The plaque could be attached to the wall or on a small easel near it. The board gave a vote of confidence to P. Stringfellow and her staff to make these general decisions. On a motion by T. Schultz, the board approved to allow the director and the staff committee to make these decisions with future art donations, and, if they have any questions, to bring it to the board. D. George seconded the motion. Motion passed. Based on the motion P. Stringfellow will revise the Art Exhibit/Display Case Use Policy and bring the policy back to the Board for approval next month.

Director's Evaluation: P. Stringfellow presented a packet of information containing her self-evaluation and an evaluation form for the board's use in completing their evaluation of her. Evaluations are to be mailed to the chairperson, J. Harper, by April 16th. Other committee members are J. Umlauf and M. Saylor. The Board was asked to sign their evaluations in case the committee would have any questions when compiling the data. The board will meet in Executive Session at the May Meeting at 6:00 PM, present their evaluation to P. Stringfellow, followed with the regular meeting.

Director's Report: We presented our insurance company with three claims for the Wheatfield Water Control Panel, well pump, and softener cleaning as a result of the power outage that compromised the equipment causing it to malfunction. The library presented bills over \$11,400 for replacement damages. All but a \$1000 deductible and a \$130 pipe are reimbursable.

PLA in Philadelphia in March was the best ever citing top programs, great accommodations, flights, and weather. Four staff members including P. Stringfellow attended and came back rejuvenated, felt time was well spent interacting, and gained valuable information they will share with other staff.

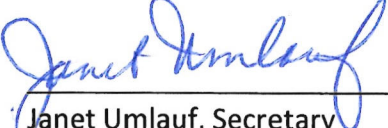
The Biennial Survey has begun. We always have some new questions we ask. Patrons may take the survey online or by paper version. To date there have been 75 electronic surveys completed.

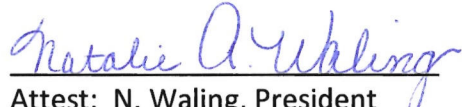
National Library Week runs from April 8-14th with prizes offered randomly. The radio station interviewed P. Stringfellow for NLW.

In January in the Director's Financial Report it was reported that we had \$89,452 in Levy Excess Fund. At that time we questioned why the library had not received official notification to move

monies out of Levy Excess to other funds, which is typical and expected. Because January is an extremely busy time of the year for the business office, we looked deeper into the issue in late March. We contacted our DLGF field rep for assistance. Tax Revenues are always accompanied with a breakdown explaining to which funds the money is to be distributed. We sent copies of these documents dating back to 2009 to our DLGF representative. According to her property tax revenues figures for the library, we were able to determine that we received some misinformation or lack thereof. The money in question was actually delinquent taxes received for those years, not Levy Excess money. We were instructed to revert the excess from 2009 and 2010 back to the funds they were originally intended. Operating Fund received roughly \$50,000, BIRF about \$30,000, and CPF around \$10,000. We still have another \$32,543 in Levy Excess that was received in December 2011, which our DLFG has yet to reconcile.

Adjournment: With no further matters for discussion J. Melton moved, seconded by J. Umlauf, to adjourn the meeting at 7:19 PM.


Janet Umlauf, Secretary


Attest: N. Waling, President

CIRCULATION BY HOLDINGS CODE
April 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	18	1	1	20
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	12	3	0	15
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	4	0	0	4
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	40	2	1	43
Blu-Ray (DBR)	52	0	0	52
Books on CD (DBKCD)	177	2	6	185
Books on Tape (DBKT)	3	1	0	4
Compact Disc (DCD)	331	8	7	346
Digital Audiobooks (DDA)	4	0	2	6
DVD (DDVD)	1403	18	4	1425
Equipment (DEQP)	77	0	0	77
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	59	0	0	59
Fiction (DFIC)	669	28	16	713
Fiction Fantasy (DFICF)	16	2	2	20
Fiction Mystery (DFICM)	138	4	2	144
Fiction New (DFICNEW)	476	18	13	507
Fiction Science Fiction (DFICSF)	12	3	0	15
Fiction Western (DFICW)	26	0	0	26
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	58	1	2	61
Hanging Bags (DHANG)	8	0	2	10
ILL (DILL)	66	2	0	68
Internet (DINTER)	980	0	0	980
Juv. Audio book (DJAUSB)	13	1	1	15
Juv. Biography (DJBIO)	16	1	4	21
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	42	0	0	42
Juvenile Easy (DJE)	735	12	12	759
Juv. Easy Non-fiction (DJENF)	49	1	0	50
Juv. Easy Reader (DJER)	259	2	1	262
Juv. Fiction (DJFIC)	425	33	26	484
Juv. Holiday books (DJHOL)	34	3	0	37
Juv. Magazine (DJMAG)	51	0	0	51
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	315	23	9	347
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	6	0	0	6
Juv. Toddler (DJTOD)	122	1	1	124

Large Print Fiction (DLPF)	185	4	1	190
Large Print Nonfic (DLPNF)	5	2	1	8
Magazine (DMAG)	738	0	3	741
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	2	3	9
Nonfiction 100 (DNF100)	12	2	0	14
Nonfiction 200 (DNF200)	19	7	1	27
Nonfiction 300 (DNF300)	97	1	2	100
Nonfiction 400 (DNF400)	13	0	0	13
Nonfiction 500 (DNF500)	24	2	1	27
Nonfiction 600 (DNF600)	317	14	35	366
Nonfiction 700 (DNF700)	85	2	8	95
Nonfiction 800 (DNF800)	9	0	1	10
Nonfiction 900 (DNF900)	64	6	0	70
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	85	2	2	89
Nonfiction (DNFIC)	3	0	0	3
Nonfiction New (DNFNEW)	138	4	7	149
Nonfiction VHS (DNFVHS)	9	0	0	9
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	9	1	0	10
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	15	0	0	15
Software (DSWAR)	49	1	0	50
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	78	1	0	79
YA Audio book (DYAUDB)	7	0	0	7
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	164	13	13	190
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	22	0	0	22
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	0	0	7
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	37	2	40
Blu-Ray (RBR)	0	37	0	37
Books on CD (RBKCD)	4	166	5	175
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	7	241	6	254
Digital Audiobooks (RDA)	1	6	1	8
DVD (RDVD)	8	2188	11	2207
Equipment (REQP)	0	80	0	80
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	49	0	49
Fiction (RFIC)	28	630	10	668
Fiction New (RFICNEW)	18	370	11	399

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	144	2	149
Hanging Bag (RHANG)	0	15	0	15
ILL (RILL)	0	46	0	46
Internet (RINTER)	0	1391	0	1391
Juv. Audio book (RJAUDB)	0	18	0	18
Juv. Biography (RJBIO)	1	27	1	29
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	15	0	16
Juvenile Easy (RJE)	6	635	5	646
Juv. Easy Non-fiction (RJENF)	0	117	0	117
Juv. Easy Reader (RJER)	1	307	0	308
Juv. Fiction (RJFIC)	19	670	1	690
Juv. Magazine (RJMAG)	0	33	0	33
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	530	4	536
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	112	0	112
Large Print Fiction (RLPF)	21	189	1	211
Large Print Nonfic (RLPNF)	0	24	0	24
Magazine (RMAG)	2	535	1	538
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	9	1	11
Non-Fiction 100 (RNF100)	1	40	2	43
Non-Fiction 200 (RNF200)	4	51	4	59
Non-Fiction 300 (RNF300)	3	72	0	75
Non-Fiction 400 (RNF400)	1	16	3	20
Non-Fiction 500 (RNF500)	0	23	0	23
Non-Fiction 600 (RNF600)	6	232	5	243
Non-Fiction 700 (RNF700)	3	75	2	80
Non-Fiction 800 (RNF800)	0	15	0	15
Non-Fiction 900 (RNF900)	2	67	6	75
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	2	199	2	203
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	14	263	10	287
Nonfiction VHS (RNFVHS)	2	11	1	14
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	3	0	3
Software (RSWAR)	0	48	0	48
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	3	0	3
YA Audio book (RYAUDB)	3	8	6	17
YA Biography (RYAB)	0	5	0	5

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	16	140	12	168
YA Music CD (RYACD)	1	143	3	147
YA Nonfiction (RYANF)	1	31	1	33
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	2	18	24
Blu-Ray (WBR)	1	0	52	53
Books on CD (WBKCD)	13	14	141	168
Books on Tape (WBKT)	0	6	0	6
Compact Disc (WCD)	6	26	210	242
Digital Audiobooks (WDA)	0	0	0	0
DVD (WDVD)	17	14	1423	1454
Equipment (WEQP)	0	0	24	24
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	43	43
Fiction (WFIC)	32	23	263	318
Fiction Fantasy (WFICF)	0	1	9	10
Fiction Mystery (WFICM)	7	2	73	82
Fiction New (WFICNEW)	28	18	293	339
Fiction Science Fiction (WFICSF)	1	2	6	9
Fiction Western (WFICW)	2	0	4	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	33	33
Hanging Bags (WHANG)	0	0	5	5
ILL (WILL)	2	0	35	37
Internet (WINTER)	0	0	741	741
Juv. Audio book (WJAUDB)	2	1	33	36
Juv. Biography (WJBIO)	0	1	9	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	13	13
Juvenile Easy (WJE)	6	16	375	397
Juv. Easy Non-fiction (WJENF)	1	2	37	40
Juv. Easy Reader (WJER)	6	2	191	199
Juv. Fiction (WJFIC)	18	17	250	285
Juv. Magazine (WJMAG)	1	0	29	30
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	19	257	284
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	4	101	106
Large Print Fiction (WLPF)	11	9	76	96
Large Print Nonfic (WLPNF)	2	2	11	15
Magazine (WMAG)	8	0	376	384
Non-Fiction 000 (WNF000)	0	1	3	4
Non-Fiction 100 (WNF100)	3	0	15	18
Non-Fiction 200 (WNF200)	1	5	19	25
Non-Fiction 300 (WNF300)	2	3	38	43
Non-Fiction 400 (WNF400)	2	0	0	2

Non-Fiction 500 (WNF500)	0	0	8	8
Non-Fiction 600 (WNF600)	7	5	149	161
Non-Fiction 700 (WNF700)	1	1	33	35
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	3	10	23	36
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	2	2	85	89
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	12	10	83	105
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	1	0	31	32
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	2	0	50	52
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	1	1	2
YA Books on CD (WYABKCD)	3	4	4	11
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	19	19	182	220
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	19	20
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9275	10551	6194	26020

CIRCULATION BY HOLDINGS CODE
April 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	18	1	1	20
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	12	3	0	15
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	4	0	0	4
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	45	41	21	107
Blu-Ray (BR)	53	37	54	144
Books on CD (BKCD)	194	182	152	528
Books on Tape (BKT)	3	7	0	10
Compact Disc (CD)	344	275	223	842
Digital Audiobooks (DA)	5	6	3	14
DVD (DVD)	1428	2220	1438	5086
Equipment (EQP)	77	80	24	181
See librarian (ERR)	0	0	0	0

Express Book (EXP)	59	49	43	151
Fiction (FIC)	729	681	289	1699
Fiction Fantasy (FICF)	16	3	11	30
Fiction Mystery (FICM)	145	6	75	226
Fiction New (FICNEW)	522	406	317	1245
Fiction Science Fiction (FICSF)	13	5	6	24
Fiction Western (FICW)	28	0	4	32
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	61	145	37	243
Hanging Bags (HANG)	8	15	7	30
ILL (ILL)	68	48	35	151
Internet (INTR)	980	1391	741	3112
Juv. Audio book (JAUDB)	15	20	34	69
Juv. Biography (JBIO)	17	29	14	60
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	43	15	13	71
Juvenile Easy (JE)	747	663	392	1802
Juv. Easy Non-Fiction (JENF)	50	120	37	207
Juv. Easy Reader (JER)	266	311	192	769
Juv. Fiction (JFIC)	462	720	277	1459
Juv. Holiday (JHOL)	34	3	0	37
Juv. Magazine (JMAG)	52	33	29	114
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	325	572	270	1167
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	6	2	0	8
Juv. Toddler (JTOD)	123	117	102	342
Large Print Fiction (LPF)	217	202	78	497
Large Print Nonfic (LPNF)	7	28	12	47
Magazine (MAG)	748	535	380	1663
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	12	7	24
Non-Fiction 100 (NF100)	16	42	17	75
Non-Fiction 200 (NF200)	24	63	24	111
Non-Fiction 300 (NF300)	102	76	40	218
Non-Fiction 400 (NF400)	16	16	3	35
Non-Fiction 500 (NF500)	24	25	9	58
Non-Fiction 600 (NF600)	330	251	189	770
Non-Fiction 700 (NF700)	89	78	43	210
Non-Fiction 800 (NF800)	9	15	4	28
Non-Fiction 900 (NF900)	69	83	29	181
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	89	203	89	381
Nonfiction (NFIC)	3	0	2	5
Nonfiction New (NFNEW)	164	277	100	541
Nonfiction VHS (NFVH)	11	11	2	24
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	9	1	0	10

Reference (REF)	70	59	48	177
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	15	3	1	19
Software (SWAR)	50	49	31	130
Vertical File (VF)	0	3	5	8
VHS	80	4	50	134
YA Audio book (YAUDB)	10	8	6	24
YA Biography (YAB)	2	6	1	9
YA Books on CD (YABKCD)	3	4	4	11
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	199	172	207	578
YA Music CD (YACD)	1	143	3	147
YA Nonfiction (YANF)	24	31	20	75
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	7	0	0	7
				0
Free reads	538	537	145	1220
Games/Puzzles	8	1	0	9
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9891	11148	6390	27429

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2274	1889	968	5131
Nonfiction	1056	1121	584	2761
CHILDREN'S BOOKS				
Fiction	1628	1815	964	4407
Nonfiction	441	727	321	1489
YA BOOKS				
Fiction	264	317	244	825
Nonfiction	26	37	21	84
Magazines, Adult	748	535	380	1663
Magazines, Children	52	33	29	114
Sound Recordings, adult	559	482	388	1429
Sound Recordings, ch	67	193	57	317
Online databases	0	0	0	0
Software	50	49	31	130
Vertical file	0	3	5	8
VHS/DVD/Blu-Ray	1661	2475	1633	5769
Equipment	77	80	24	181
Total	8903	9756	5649	24308
A-V Circulation	2337	3199	2109	7645
A-V Circulation as % of total	26.2%	32.8%	37.3%	31.5%

April 2012

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	74,941	65,368	48,732
Circulation Increase/Decrease	1.0%	6.7%	-0.4%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	23,636	24,308	2.8%
Jan. to date circulation	100,635	102,547	1.9%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
21,301	21,435	12,208	12,300	13,141	13,269
19,204	19,276	20,237	20,348	9,631	9,680
Fiction					
Nonfiction					
CHILDREN'S BKS					
13,906	13,922	12,134	12,176	10,250	10,262
9,402	9,407	6,571	6,587	5,586	5,587
Fiction					
Nonfiction					
YA BOOKS					
2,106	2,128	2,628	2,660	2,089	2,102
536	537	701	704	114	115
Fiction					
Nonfiction					
0 Magazines,Adult					
0 Magazines, Child					
0	0	20	20	0	0
3,029	3,042	3,619	3,662	3,466	3,488
707	712	429	437	748	752
19	19	29	29	7	7
378	378	357	357	181	181
3	3				
3,914	3,964	5,893	5,946	3,273	3,228
118	118	142	142	57	57
74,623	74,941	64,968	65,368	48,547	48,732
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

April 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	162	35	168	36	282	61	612	133
LOCAL HISTORY								
In person	2	1	10	3	0	0	12	3
Letters written	0	0	15	15	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	980	41	1391	58	741	31	3112	130
Internet use-Wireless	361		369		235		965	
Computer software used	175	15	218	18	111	9	504	42
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	13	2	0	0	13	2
CD ROM/Online databases	166	14	533	44	61	5	760	63
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	3	1	1	0	0	0	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	25	25	12	8	0	0	37	25
Notarized documents	4	1	12	3	0	0	16	4
Meeting Room Use (no. of group)	40	13	52	17	29	10	121	40
Study room use	19	2	21	2	24	2	64	5
Proctoring	2	1	3	2	0	0	5	3
Tax Forms distributed	126	1	13	0	33	0	172	2
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							385	
IN-HOUSE USE ITEMS	63		425		219		707	
SELF-CHECKOUT USE	353		947		503		1803	
INTERLIBRARY LOANS								
Requests made for:	70	18	57	14	24	6	151	38
Items rec'd for:	70	35	59	30	48	24	177	89
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8453	8586	4922	21961
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	398	440	98	936
Number of New Patrons Added	43	42	33	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	2	12	1	6	0	0	3	18
Children's Programs (0-13)	9	54	15	90	13	78	37	222
Number attending	276		223		305		804	
YA Programs (14-17)	0	0	3	18	0	0	3	18
Number attending	38		19		2		59	
Adult Programs	4	24	3	18	2	12	9	54
Number attending	210		90		103		403	
Senior Citizen Programs	6	36	6	36	4	24	16	96
Number attending	97		52		24		173	
Total Number of Programs	21	126	28	168	19	114	68	408
Total Persons Attending	621		384		434		1439	
Total Attending Same Month Last Yr.	441		567		418		1426	
Total Staff Hours Spent		328		420		262	1010	1002
Total Number of In-House Program	17		25		15		57	
Total Attendance	505		261		147		913	
Total Number of Outreach Program	4		3		4		11	
Total Attendance	116		123		287		526	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6425	72.7%	6141	63.4%	3570	63.8%	16136	66.9%
Corporate	19	0.2%	58	0.6%	0	0.0%	77	0.3%
Juvenile 0-11	128	1.4%	404	4.2%	53	0.9%	585	2.4%
Juvenile-AV	1040	11.8%	1141	11.8%	960	17.1%	3141	13.0%
Nonresident No Fee	0	0.0%	40	0.4%	14	0.3%	54	0.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	212	2.4%	501	5.2%	142	2.5%	855	3.5%
Reciprocal Juvenile	3	0.0%	25	0.3%	0	0.0%	28	0.1%
Reciprocal Juvenile AV	13	0.1%	13	0.1%	11	0.2%	37	0.2%
Reciprocal YA	0	0.0%	13	0.1%	3	0.1%	16	0.1%
Reciprocal YA AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School	0	0.0%	25	0.3%	0	0.0%	25	0.1%
School AV	0	0.0%	11	0.1%	0	0.0%	11	0.0%
St. Joseph College	0	0.0%	71	0.7%	0	0.0%	71	0.3%
Staff	739	8.4%	745	7.7%	519	9.3%	2003	8.3%
Walking books	38	0.4%	59	0.6%	0	0.0%	97	0.4%
YA 12-17	19	0.2%	79	0.8%	77	1.4%	175	3.4%
YA-AV	205	2.3%	363	3.7%	249	4.4%	817	3.4%
Total	8841		9692		5598		24131	
All items borrowed by nonresidents	228	2.6%	702	7.2%	170	3.0%	1100	4.6%

**Salary Ordinance 2012
Updated 5/14/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Donna Zandstra	Clerk	\$9.53	5/1/12	14	W

Donna Zandstra has been hired as a Clerk for the Wheatfield Library, replacing Marilyn Rucker who is retiring.

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 5/14/12.

Deana K. George

Paul R. Horner

John Milton

Natalie A. Welling

Janet Umble

Timothy A. Schultz

Gift Policy

The Library is grateful for gifts or bequests made to the Library in the form of money, securities, property or materials.

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes all decisions on the use or other disposition of gifts it has accepted.
4. Donations of software will not be accepted.
5. Any gifts which have a maintenance impact or have a significant visual impact on the library —e.g. landscaping or equipment ~~or large works of art~~, must be approved by the Library Board.
6. Works of art must be approved by the Director. The Library Board of Trustees is the sole arbiter of any questions relating to approval of artwork.
7. The Library reserves the right to decide, and to change, the conditions of display, housing and access to the materials.
8. The Library will not place a monetary value on any donated item, but will sign a donation acknowledgment on which the donor has placed his/her own value on the item.

3/03; revised 4/12

Jasper County Public Library Social Media Policy

All employees must act professionally and refrain from behavior, both on and off the job, that could adversely impact the library's reputation or mission. You must treat co-workers and others respectfully at all times, including when posting and transmitting through social media. Social media includes, but is not limited to, social networking websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, mailing lists, and web logs ("blogs").

Unless management specifically approves otherwise, employees are only allowed to use the library's equipment or software to access social media on non-working time (i.e., during breaks and/or for limited periods of time before or after your work shift begins).

While we support your use of social media as a vehicle for social and business networking, you must understand and adhere to the following, regardless of whose equipment or software you are using or when you are using it:

- (1) Do not present yourself as a representative of the library. Social media indicating your place of employment must include a disclaimer that the opinions provided do not represent the views of the library. Content placed on social media regarding the library or its officers, management, employees, vendors, or customers must be free of any impression that the views expressed are anything more than personal opinion; in other words, such content must make clear that it does not represent the views of the library or its management.

- (2) Do not disparage or post derogatory comments about the library, its officers, management, employees, vendors, or customers, either by name or by implication.
- (3) Respect the privacy of other employees and refrain from posting photographs, opinions, or other information that may portray other employees, the library or business relationships with the library in a negative manner.
- (4) Do not place content on social media that violates the library's policies, including but not limited to its equal employment opportunity/anti-harassment, confidential information, outside work, workplace violence, and employee conduct policies.
- (5) Do not post any information that could identify anyone as an individual the library serves.
- (6) Do not publish confidential information, including, but not limited to, trade secrets, proprietary information, and all other non-public information and data about the library and its business. If you are uncertain whether information is confidential, ask the Director.
- (7) Comply with copyright laws, and do not plagiarize. Do not use the library's logos or trademarks without prior written consent.
- (8) Do not let use of social media interfere with work commitments or performance.

If you learn of social media that is inconsistent with the requirements of this policy, immediately notify the Director. Violations of this policy may result in disciplinary action up to and including discharge. (This policy does not prohibit legally-protected conduct.)

Adopted 2012

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing (no long overdue items, no fines above \$5, card not expired). This does not apply to web based materials.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons will be required to pay card balance in full when card is renewed and buy a replacement card if card has been lost (purchasing card does not apply to patrons at Collections). Balance must return to zero at this time. One grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM
Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with no one renewal
Blu-ray/DVD's and VHS, nonfiction	3 weeks, with no one renewal
Blu-ray/DVD's and VHS, entertainment:	2 3 days, with no renewal
Express Books:	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only

All materials except ~~entertainment~~ Blu-ray, ~~entertainment~~ DVDs, ~~entertainment~~ VHS, and Express Books ~~and circulating computer software~~ may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment Blu-ray, DVD's and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

Blu-ray, VHS/DVDS: ~~2~~ 3 entertainment Blu-rays, ~~2~~ 3 nonfiction Blu-rays, ~~2~~ 3 entertainment DVDs, ~~2~~ 3 entertainment VHS, ~~2~~ 3 nonfiction VHS, and ~~2~~ 3 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software: ~~5 items~~ no limit per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: ~~5~~ 10 adult cds, ~~5~~ 10 YA cds, and ~~5~~ 10 jcds per borrower's card (multiple CD sets count as one item)

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult/YA Items:	\$.10 per day per item
	Juvenile items	\$.05 per day per item
	Express Books & Blu-ray, VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)

<u>Overdue materials referred to collection agency:</u>	\$10.00 per borrower plus overdue fines
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Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost Book</u>	Original retail cost of item plus \$5.00 processing fee
<u>Transparent Language</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost case- Blu-ray, VHS, DVD, CD, audio book or computer software:</u>	\$2.50 per case
<u>Lost audiobook/Playaway</u>	Original retail cost of item plus \$10 processing fee
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged computer software:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged computer software user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	\$5.00 plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$3.00 per item
<u>Lost or damaged bar code</u>	\$.10

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00 all hardback books, Blu-ray, VHS, DVDs, CDs
\$5.00 all paperbacks
\$1.00 all vertical file items, newspapers
\$25.00 computer software
\$40.00 audiobooks
\$7.50 audiobooks (per disc when 1-2 discs are missing)

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

<u>Lost or damaged borrower's card:</u>	\$2.00
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FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

<u>Customer-operated copiers</u>	10 cents per single side 20 cents double side
<u>Staff-operated copiers</u>	20 cents single side 40 cents double side
<u>Transparencies:</u>	40 cents each

Fines and fees continued-

Printing Fees:

Public Computer Workstations	10 cents per page per side
Microfilm Workstations	10 cents per page per side
with Portable Scanners	10 cents per page per side

Patrons may not use their own paper.

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Computer floppy disks
Flash Drives
Rewriteable Disks
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Hold materials: All circulating materials may be held for patrons except entertainment Blu-ray, VHS/DVD's and Express Books. Entertainment Blu-ray, VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a Blu-ray, VHS/DVD currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/11

This painting of a mother reading to her child
by Gerri Govert
of the Lake of the Four Seasons
was donated to the Rensselaer Library in 2011
in honor of
Marie Feldhaus Courtright
one of the earliest members of the Art League
by
The Jasper County Art League
a guild of local artists founded in 1972

We would have the plaque put on a hardwood—walnut or rosewood—and include with it a small, table-top easel in case there is no room for the plaque to be hung on the wall near the painting. The plaque would be 7" X 9."

**Resolution to Establish New Subcategory in Operating Fund and to
Transfer Funds between Major Categories within the Library Operating
Fund**

Jasper County Public Library

WHEREAS, due to the Indiana State Library's reporting requirements, certain existing appropriations in the Library Operating Fund now need to be transferred from one major category to another; and

WHEREAS, the library needs to create a new subcategory in its Operating Fund/Budget Classification Index to which such funds will be transferred;

NOW THEREFORE BE IT RESOLVED, that a new subcategory entitled "EBook Services" is hereby created within the "Other Services and Charges" category in the library's Operating Fund/Budget Classification Index and shall be assigned account number 3.146; and

BE IT FUTHER RESOLVED, that the following transfers be immediately made within the Library Operating Fund,

Transfer from Operating Fund:

Category: Capital Outlays

Subcategory: 4.53 Non-Print Materials

\$7,000 _____

Transfer to Operating Fund:

Category: "Other Services and Charges"

Subcategory: "EBook Services"

\$7,000 _____

BE IT FURTHER RESOLVED, that for all subsequent years, the EBook Services shall be allocated in the "Other Services and Charges" category of Operating Fund.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 14th day of May, 2012, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Secretary

**Resolution to Establish New Subcategory in Operating Fund and to
Transfer Funds between Major Categories within the Library Operating
Fund**

Jasper County Public Library

WHEREAS, due to the Indiana State Library's reporting requirements, certain existing appropriations in the Library Operating Fund now need to be transferred from one major category to another; and

WHEREAS, the library needs to create a new subcategory in its Operating Fund/Budget Classification Index to which such funds will be transferred;

NOW THEREFORE BE IT RESOLVED, that a new subcategory entitled "Database & Licensing Services" is hereby created within the "Other Services and Charges" category in the library's Operating Fund/Budget Classification Index and shall be assigned account number 3.145; and

BE IT FUTHER RESOLVED, that the following transfers be immediately made within the Library Operating Fund,

Transfer from Operating Fund:

Category: Capital Outlays

Subcategory: 4.53 Non Print Materials

\$21,993 _____

Transfer to Operating Fund:

Category: "Other Services and Charges"

Subcategory: "Database & Licensing Services"

\$21,993 _____

BE IT FURTHER RESOLVED, that for all subsequent years, the *Database & Licensing Services* shall be allocated in the "Other Services and Charges" category of Operating Fund.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 14th day of May, 2012, at which meeting a quorum was present.

NAY

AYE

Deana K. George
Quill R. Norper
John M. Heltzer
Natalie C. Waling
Janet Umlof
Timothy N. Schultz

ATTEST:

Janet Umlof

Secretary

JCPL FINANCIAL STATEMENT

April 30, 2012

	Beginning 2012 <u>Balance</u>	Current Month <u>Disbursements</u>	Y-T-D <u>Disbursements</u>	Current Month <u>Receipts</u>	Y-T-D <u>Receipts</u>	Ending <u>Balance</u>
Operating Fund	\$402,763.39	\$195,634.52	\$649,674.35	\$149,341.97	\$356,348.93	\$109,437.97
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$8,652.97	\$1,019.35	\$1,869.96	\$2,609.37	\$5,290.53	\$12,073.54
DeMotte	\$1,880.46	\$145.99	\$628.44	\$225.00	\$1,264.15	\$2,516.17
Rensselaer	\$4,953.13	\$750.97	\$1,024.32	\$1,600.00	\$2,774.87	\$6,703.68
Wheatfield	\$1,819.38	\$122.39	\$217.20	\$784.37	\$1,251.51	\$2,853.69
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$0.00	\$38.93	\$220.81	\$236,847.41
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$157,233.75	\$0.00	\$18,348.44	\$223,963.28
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$0.00	\$301,421.83
Includes Investments of: \$250,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$885.00	\$3,540.00	\$0.00	\$0.00	\$5,253.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$53.21	\$15,297.61	\$1,229,921.64
Includes Investments of: \$1,000,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$89,452.17	\$0.00	\$0.00	\$32,543.15
Sales Tax	\$45.19	\$0.00	\$44.36	\$4.50	\$39.24	\$40.07
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,260.51	\$33,014.16	\$8,260.51	\$33,014.16	\$0.00
FICA Tax Collected	\$0.00	\$5,138.07	\$20,653.70	\$5,138.07	\$20,653.70	\$0.00
State Tax Collected	\$3,421.24	\$3,398.36	\$13,706.28	\$3,416.55	\$13,701.54	\$3,416.50
County Tax Collected	\$2,546.79	\$2,548.07	\$10,274.79	\$2,564.87	\$10,292.92	\$2,564.92
Deferred Comp.	\$0.00	\$2,680.00	\$10,690.00	\$2,680.00	\$10,690.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,346.11	\$13,384.44	\$3,346.11	\$13,384.44	\$0.00
Employee Life Insur.	\$0.00	\$135.16	\$549.64	\$135.16	\$549.64	\$0.00
Employee P.E.R.F.	\$6,922.62	\$7,127.81	\$14,050.43	\$2,351.98	\$9,479.79	\$2,351.98
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$230,172.96	\$1,018,188.03	\$179,941.23	\$507,311.75	\$2,160,105.29

Bank Balances**Jasper County Public Library****Report as of: 4/30/2012**

Bank		
1	Alliance Bank	\$666,721.16
2	Demotte State Bank	\$1,966.70
3	Alliance Bank-LIRF Acct	\$236,847.41
4	PNC Bank	\$4,300.02
5	Cash On Hand	\$270.00
6		\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,160,105.29

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 4/1/2012 To 4/30/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$19,913.38	\$39,678.62	33.4
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$84,792.88	\$339,741.50	\$703,449.50	32.6
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$4,491.44	\$19,283.10	\$49,836.90	27.9
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$6,956.85	\$27,964.83	\$61,686.17	31.2
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$1,403.62	\$1,600.01	\$1,723.99	48.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$18,697.17	\$36,849.47	\$39,278.53	48.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$20.70	\$98,022.70	\$8,165.58	\$32,715.42	\$65,307.28	33.4
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$129,508.20	\$478,067.71	\$960,960.99	33.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$143.17	\$208.81	\$216.19	49.1
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$114.31	\$114.31	\$335.69	25.4
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$463.43	\$2,838.95	\$4,161.05	40.6
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$537.92	\$1,988.71	\$4,011.29	33.1
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$593.69	\$2,713.86	\$3,486.14	43.8
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$102.63	\$271.60	\$2,228.40	10.9
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$288.80	\$319.81	(\$169.81)	213.2
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$430.53	\$2,069.47	17.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$509.49	\$4,218.12	\$10,381.88	28.9
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$2,753.44	\$13,104.70	\$26,820.30	32.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$1,270.00	\$1,620.00	\$2,380.00	40.5
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$342.00	\$1,194.64	\$3,805.36	23.9
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$193.30	\$1,192.21	\$3,807.79	23.8
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$44.66	\$1,057.26	\$1,942.74	35.2
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,850.40	\$6,085.73	\$14,914.27	29.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,050.86	\$4,860.94	\$3,139.06	60.8
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$126.99	\$337.66	\$1,162.34	22.5
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$87.33	\$712.67	10.9
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$594.54	\$594.54	\$705.46	45.7
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$10,861.50	\$12,580.50	\$13,419.50	48.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,347.10	\$10,565.93	\$19,434.07	35.2
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$7,088.44	\$25,231.15	\$49,768.85	33.6
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$105.25	\$528.20	\$1,071.80	33.0
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$465.20	\$1,837.20	\$3,562.80	34.0
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$15,616.87	\$21,646.37	\$36,953.63	36.9
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$69.95	\$230.80	\$69.20	76.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$152.00	\$2,191.84	\$8.16	99.6
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$226.29	\$276.29	\$181.84	\$393.04	(\$116.75)	142.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$8,336.78	\$19,894.95	\$92,502.05	17.7
Subtotal	\$498,192.00	\$226.29	\$498,418.29	\$49,697.68	\$112,330.29	\$386,088.00	22.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$0.00	\$416.24	\$33,133.76	1.2
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$10,790.58	\$29,679.95	\$123,479.27	19.4
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$434.20	\$5,528.61	\$19,471.39	22.1
4.53 NONPRINTED MATERIALS	\$81,000.00	\$231.46	\$81,231.46	\$2,450.42	\$10,546.85	\$70,684.61	13.0
Subtotal	\$289,550.00	\$3,390.68	\$292,940.68	\$13,675.20	\$46,171.65	\$246,769.03	15.8
Grand Total	\$2,266,675.00	\$3,637.67	\$2,270,312.67	\$195,634.52	\$649,674.35	\$1,620,638.32	28.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 4/1/2012 To 4/30/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$245,000.00	\$0.00	\$245,000.00	\$0.00	\$120,000.00	\$125,000.00	49.0
3.82 INTEREST-BONDS	\$72,218.00	\$0.00	\$72,218.00	\$0.00	\$37,233.75	\$34,984.25	51.6
Subtotal	\$317,848.00		\$317,848.00	\$0.00	\$157,233.75	\$160,614.25	49.5
Grand Total	\$317,848.00	\$0.00	\$317,848.00	\$0.00	\$157,233.75	\$160,614.25	49.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 4/1/2012 To 4/30/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$46,082.00	\$0.00	\$46,082.00	\$0.00	\$0.00	\$46,082.00	0.0
Subtotal	\$56,082.00		\$56,082.00	\$0.00	\$0.00	\$56,082.00	0.0
Grand Total	\$56,082.00	\$0.00	\$56,082.00	\$0.00	\$0.00	\$56,082.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/16/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$20.70	Reimbursed for Vision Premium-Vis, Jan&Feb 2012, A/P #34 & 140
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund on Lost Bk Pd 2/8/12 & Found - A/P#175.
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on Lost Bk Pd 3/22/12 & Found - A/P#241
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on Lost Bk Pd 2/2/12 & Found - A/P#282
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$150.95	Refund on Lost Bk Pd 3/6/12 & Found - A/P#261
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,637.67
110.01	\$4.20

Voucher List

Jasper County Public Library

Report Date: From 4/1/2012 To 4/30/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31190	238	ACE HARDWARE	4/9/2012	Spackle, Paint, Primer, Paint Brush, Paint Roller, Paint Tray, Cleaner, Nuts & Bolts, Light Bulb, Door Hold	\$237.81
31191	239	ALLIED WASTE SERVICES #71	4/9/2012	Trash removal, Whtfld Lib, April 2012	\$53.90
31192	240	AMSTERDAM	4/9/2012	Ultima Pen with Logo	\$309.16
31193	241	AMY VANSOEST	4/9/2012	Reimbursement for a lost book	\$8.99
31194	242	ANDREE BUILDERS, INC	4/9/2012	Exterior lights over signage at Rensselaer	\$2,300.00
31195	243	ANGELA BARTON	4/9/2012	Mileage: Children's Counterparts and B2B	\$127.10
31196	244	ANTHEM BLUE CROSS & BLUE	4/9/2012	Administrative COBRA services-2012 (19 participants)	\$342.00
31197	245	ANTHEM BLUE CROSS BLUE S	4/9/2012	Health/Dental Premiums-April	\$11,138.98
31198	246	ANTHEM LIFE	4/9/2012	Life Ins. Premium-April 2012	\$99.54
31199	247	ARCADIA PUBLISHING	4/9/2012	Books	\$56.56
31276	248	BAKER & TAYLOR	4/9/2012	Books, Continuations, AV, Auto. Yours	\$9,900.97
31201	249	BAKER & TAYLOR ENTERTAIN	4/9/2012	DVDs	\$372.58
31202	250	BLUETARP FINANCIAL, INC	4/9/2012	Paint and Supplies, Paint, Screws, Stripping, Bolts, Primer, Plywood, Fiberglass	\$144.87
31203	251	BOYCE FORMS/SYSTEMS	4/9/2012	4 General Receipt Books-numbered	\$143.17
31204	252	CAMPBELL PRINTING COMPA	4/9/2012	Memorial Envelopes	\$114.31
31205	253	CAPITAL ONE BANK (USA), NA	4/9/2012	SHRM Mtg, Books, Teen Gaming Prize, Anniversary Cards/Gifts, PLA Expenses, Online Survey, Children Ctrpts Expenses, Children's Prize, 3rd Thurs. Expenses, B2B Expenses, Childrens Supplies, DVD	\$1,127.36
31206	254	CAPSTONE PRESS	4/9/2012	Children Books	\$20.49
31207	255	CENTER POINT PUBLISHING	4/9/2012	Books	\$55.57
31208	256	CIRCLE R ELECTRIC, INC.	4/9/2012	Replaced water control board at Wheatfield	\$320.00
31209	257	CREATIVE PRODUCT SOURC	4/9/2012	Library Bags	\$142.10
31210	258	CULLIGAN OF KOUTS	4/9/2012	April Cooler Rental-Wh. Lib	\$9.95
31211	259	DAVIDSON TITLES INC.	4/9/2012	Books	\$513.38
31212	260	DAVIS WATER SERVICES, INC	4/9/2012	Tannin Unit Rental-DeM. Lib for Feb & March	\$60.00
31213	261	DEBRA WILSON	4/9/2012	Reimbursement for lost books	\$150.95
31214	262	DEMCO	4/9/2012	Book Tape, Classification Labels, and Book Pockets	\$118.83
31215	263	DEMOTTE CARPET, INC	4/9/2012	Caulking Material	\$18.00
31216	264	DIANA KOOY	4/9/2012	Programming Supplies, Mgmt Mtg Supplies	\$28.03
31217	265	DIGITAL INNOVATIONS	4/9/2012	SkipDr Resurfacing Wheels- 8 (DeM & Rens ea), 9 (Whtfld)	\$37.50
31218	266	DISNEY EDUCATIONAL PROD	4/9/2012	DVDs	\$87.46
31219	267	DUCKWALL-ALCO STORES, IN	4/9/2012	Afterschool program supplies	\$14.78
31220	268	ENA SERVICES LLC	4/9/2012	Internet Access-March 2012	\$885.00
31221	269	EVELYN BRISTOL	4/9/2012	Mgmt mtg supplies, Jim Gill CD's	\$94.02
31222	270	FAEGRE BAKER & DANIELS, L	4/9/2012	Legal Assistance on social media policy, employment application, & personnel matters	\$1,270.00
31223	271	FINDAWAY WORLD, LLC	4/9/2012	Earbuds	\$473.60
31224	272	GAIL EVANS	4/9/2012	INPRS Wksp expenses, Cleaning Wipes	\$47.56
31225	273	GAIL EVANS	4/9/2012	Petty Cash - Rens (Postage, Ipad Cleaning Clothes, G. Huddleston Orientation	\$50.06
31226	274	GALE	4/9/2012	Book	\$22.49
31270	275	HP PRODUCTS CORP.	4/9/2012	Stainless steel Cleaner, Gleme Glass Cleaner, Mop, Lime off Cleaner, Lime Away, Dust Mop	\$125.56
31228	276	INDIANA LIBRARY FEDERATIO	4/9/2012	ILF 2012 District 1 Conference: J. Jones, J. Tachtiris	\$150.00
31229	277	INDIANA DEPT. OF WORKFOR	4/9/2012	Unemployment Compensation Ins, 1st Qtr 2012	\$1,403.62
31271	278	INDIANA INSURANCE COMPA	4/9/2012	Semi-Annual Worker's Comp Insurance Renewal & Building Insurance	\$10,861.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31231	279	INPRS fbo PERF	4/9/2012	1st Qtr PERF employer & employee contributions	\$25,824.98
31232	280	INTELLIGENT CLEANING SYST	4/9/2012	Roll Towels and Multifold Towels & Jumbo Toilet Tissue	\$406.18
31233	281	JAN WAY COMPANY USA, INC.	4/9/2012	Safari Key Ring Purse	\$143.28
31234	282	JODY BURTON	4/9/2012	Reimbursement for lost book	\$8.95
31235	283	KIM DELGER	4/9/2012	Circulation Counterparts Mtg Expenses	\$27.67
31236	284	KOLORTECH, INC.	4/9/2012	4' and 2' Fluorescent Bulbs, Track Bulbs - Whtfld	\$450.72
31237	285	KONE, INC.	4/9/2012	Replace Emergency Light battery in Elevator - power outage	\$352.35
31238	286	LIBRARY VIDEO COMPANY	4/9/2012	DVDs	\$147.29
31239	287	LINDA POORTENGA	4/9/2012	PLA Lunch : P. Stringfellow, E. Bristol, B. Amalong, & L. Poortenga. Mileage: Advisory, Mngt mtg, PLA	\$111.63
31240	288	MELISSA J. WIDNER	4/9/2012	Book Cleaning Wipes, Volunteer Week Materials	\$72.14
31241	289	MIDWEST COLLABORATIVE F	4/9/2012	MCLS Annual Membership Fee (7/1/12-6/30/13)	\$125.00
31242	290	NIPSCO	4/9/2012	Whtfld Utilities, 3/2/12-3/30/12	\$2,103.65
31243	291	OFFICE DEPOT	4/9/2012	Chair Mat, Duster, Contact Paper, Writing pads, Folders, Tape, Labels, CD Folders, Envelopes; credit on ret'd inkjet cartridges	\$202.43
31244	292	OSBY WATER CONDITIONING	4/9/2012	Cleaned out both softner and sulfer guard. Various parts clogged after Well pump pulled.	\$190.00
31245	293	PAT KOPANDA	4/9/2012	Books	\$40.00
31246	294	PATTY STRINGFELLOW	4/9/2012	Mileage: Director's Mtg, NIPSCO Wksp, Carpool to MCLS Wksp	\$124.88
31247	295	PEGGY WOODS	4/9/2012	Mileage: Walmart, Post office, Deposit, AV Shopping; Replacement CD (Hooked on Spanish)	\$28.81
31248	296	PRECISION CONTROL SYSTE	4/9/2012	Fixed overheating VAU 17, Replaced valve and actuator, Tightened packing and valve, replaced ceiling tile	\$1,195.75
31249	297	QUILL CORPORATION	4/9/2012	Velcro Tape, Dual Pack Cartridges, Labels, Dual Laser Pack, Cardstock	\$350.53
31250	298	REBECCA AMALONG	4/9/2012	Mileage: Continuations Mtg, Mgmt Mtg, PLA	\$170.38
31251	299	RENSSELAER CHAMBER OF C	4/9/2012	Chamber Luncheon Meeting Expenses-Poortenga	\$16.00
31252	300	ROTARY CLUB of RENSSSLAE	4/9/2012	Jan/Feb Club Dues-Director	\$27.00
31253	301	ROEING CORP.	4/9/2012	Annual Maintenance on ARCServe, 2nd Installment on Contract #10528	\$7,778.00
31254	302	SCHOLASTIC LIBRARY PUBLIS	4/9/2012	Books	\$1,311.73
31255	303	SHEILA MAXWELL	4/9/2012	Mileage: Systems Mtg, A/C Mtg, Mgmt Mtg	\$294.15
31256	304	SUE TOBIAS	4/9/2012	Mileage: Insurance Seminar, SHRM Mtg, Bank Deposit	\$187.81
31257	305	SVT, LLC	4/9/2012	Third Thursday Expenses	\$15.53
31258	306	TEAM SOFTWARE SOLUTION	4/9/2012	Public Web browser Version 2 annual renewal	\$125.00
31259	307	THE TIMES	4/9/2012	Renew Subscription 4/23/12-4/23/13	\$221.00
31260	308	TODD W. LUKE	4/9/2012	Window Caulking, Paint for foyer	\$69.82
31261	309	TOWN OF DEMOTTE	4/9/2012	Sewer Wastewater-DeM March 2012	\$70.90
31262	310	IMCPL	4/9/2012	Reimbursement for a damaged ILL Book #87336593	\$12.95
31263	311	TRU-GREEN LIMITED PARTNE	4/9/2012	Applescab Treatment & Ornamental Beed Weed	\$367.25
31264	312	UNIQUE MANAGEMENT SERVI	4/9/2012	Collections-Initial & Secondary Placement - Feb	\$396.38
31265	313	VISION SERVICE PLAN- (IN)	4/9/2012	Vision Premiums-April	\$198.85
31266	314	WAL-MART COMMUNITY/GEM	4/9/2012	Books, YA & Kids Programming Supplies, DVD, Batteries, Storytime Supplies, Fear Factor Supplies, Teen Tech Week Supplies	\$920.46
31267	315	WASTE MANAGEMENT	4/9/2012	Trash Pick-up - DeM Lib	\$60.50
31268	316	YVONNE DEL VECCHIO	4/9/2012	Mileage: Walking Books, Book clubs, Community Project Events	\$39.18
31269	317	INDIANA LIBRARY FEDERATIO	4/9/2012	ILF District 1 Registrations: D. Kooy, R. Cavinder, D. Opolski, C. DeVries	\$300.00
31272	318	BILL MONTGOMERY & SON W	4/9/2012	Pump Replacement at Whtfld Lib due to Power Outage problems	\$10,891.52
0	319	ALLIANCE BANK	4/9/2012	Direct deposit fees-March	\$37.40
31273	320	TOWN OF WHEATFIELD	4/9/2012	April Sewer Wastewater Fee-Wh. Lib	\$56.65

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	321	GREAT-WEST RETIREMENT S	4/9/2012	Annuity Withheld from 10 April 12 Payroll (Online Conf #5B5BQV18)	\$1,340.00
0	322	INDIANA DEPARTMENT OF RE	4/9/2012	State & County Taxes w/held 10 April 12 Payroll, ref #58675 Verification #37	\$5,946.43
0	323	IRS USA TAXPAYMENT	4/9/2012	EFT-FICA & Federal Taxes w/held 10 April 12, Ref #05288871	\$10,485.07
0	324	JOSEPH ZELLON	4/9/2012	Courier Mileage-March 16-31, 2012 (Online Confirm #YBQBWVVLG)	\$366.30
0	325	PAYROLL	4/10/2012	PAYROLL	\$48,650.98
31274	326	CENTURYLINK	4/9/2012	Rensselaer Local phone services-April	\$118.20
31275	327	JASPER FOUNDATION, INC.	4/9/2012	Milroy Display Grant Recognition Celebration Meeting-L Poortenga, 5/7/12	\$18.00
0	328	AFLAC	4/25/2012	Supplemental Ins. Premium April 2012 (Confirm #MB1BOV6M)	\$209.48
0	329	CENTURYLINK	4/25/2012	Wheatfield Local & Fax -April-Confirm #CBHBQVML & YB5BSVML	\$75.10
0	330	CITY OF RENSSELAER	4/25/2012	Rens Utilities, 3/7/12-4/10/12 (Conf #IB6BTVML)	\$3,132.57
0	331	GREAT-WEST RETIREMENT S	4/25/2012	Annuity Withheld from 25 April 12 Payroll (Online Conf #JBOBOV6M)	\$1,340.00
0	332	IRS USA TAXPAYMENT	4/25/2012	EFT-FICA & Federal Taxes w/held 25 April 12, Ref #70275986	\$9,870.36
0	333	JOSEPH ZELLON	4/25/2012	Courier Mileage-April 1-15, 2012 (Online Confirm #XBNBIV5Y)	\$333.00
0	334	NIPSCO	4/25/2012	DeMotte Utilities, 3/7/12-4/5/12 (Online Conf #3B1B4VOJ)	\$3,527.82
0	335	USA TODAY	4/25/2012	Annual Newspaper Subscription-Rens Lib. Exp 5/11/13 Confirm #8BMBNVQM	\$213.20
0	336	PAYROLL	4/25/2012	PAYROLL	\$45,634.00
Total Amount of Claims					\$230,172.96

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 01, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$230,172.96

Date this 14th day of May, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

April 30, 2012

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$3,084.71	\$12,209.33
DeMotte	\$927.01	\$3,823.01		
Rensselaer	\$1,425.59	\$5,379.68		
Wheatfield	\$732.11	\$3,006.64		
PHOTOCOPIES:			\$900.96	\$3,545.46
DeMotte	\$381.55	\$1,491.95		
Rensselaer	\$333.76	\$1,346.86		
Wheatfield	\$185.65	\$706.65		
INTEREST (Checking, Repurchase, CDs):.....			\$135.75	\$787.36
TAXES:			\$134,502.83	\$272,637.32
Property Tax		\$0.00		
LOIT		\$0.00		
License Excise Tax		\$0.00		
Financial Institution Tax		\$0.00		
CVET(Commercial Vehicle Excise)		\$0.00		
Local Option/Certified Shares	\$111,200.04	\$225,312.78		
Local Option/Property Tax Repl.	\$23,302.79	\$47,324.54		
TAXABLE SALES:-.....			\$14.50	\$120.26
REFUNDS:			\$10,703.22	\$67,049.20
Rebates/Refund	\$350.00	\$359.12		
Insurance Claims/Reimbursements	\$10,292.22	\$10,292.22		
Meeting Room Rental	\$50.00	\$350.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$11.00	\$16.58		
Interfund Transfer	\$0.00	\$56,031.28		
TOTAL OPERATING FUND RECEIPTS.....			\$149,341.97	\$356,348.93
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$2,609.37	\$5,290.53
DeMotte	\$225.00	\$1,264.15		
Rensselaer	\$1,600.00	\$2,774.87		
Wheatfield	\$784.37	\$1,251.51		
LIB. IMPROV. RESERVE FUND:			\$38.93	\$220.81
Interest Earned	\$38.93	\$220.81		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$18,348.44	\$0.00	\$18,348.44
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$18,348.44		
RAINY DAY FUND:		\$0.00	\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		0	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$15,244.40	\$53.21	\$15,297.61
Interest Earned	\$53.21	\$225.16		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$15,072.45		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$4.50	\$39.24
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$152,047.98	\$395,545.56

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,260.51	\$33,014.16
FICA Collected	\$5,138.07	\$20,653.70
State Tax Collected	\$3,416.55	\$13,701.54
County Tax Collected	\$2,564.87	\$10,292.92
Deferred Comp Plan	\$2,680.00	\$10,690.00
Pre-tax Insurance Plans	\$3,346.11	\$13,384.44
Life Insurance	\$135.16	\$549.64
PERF	\$2,351.98	\$9,479.79
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00
EIC	\$0.00	\$0.00

TOTAL RECEIPTS - ALL FUNDS.....

\$27,893.25

\$111,766.19

\$179,941.23**\$507,311.75**

Voucher List
Jasper County Public Library

Report Date: From 5/1/2012 To 5/15/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	337	GREAT-WEST RETIREMENT S	5/10/2012	Annuity Withheld from 10 May 12 Payroll (Online Conf #WBQBPOZR)	\$1,340.00
0	339	IRS USA TAXPAYMENT	5/11/2012	EFT-FICA & Federal Taxes w/held 10 May 12, Ref #95785292	\$10,422.30
0	340	JOSEPH ZELLON	5/10/2012	Courier Mileage-April 16-30, 2012 (Online Confirm #PBSBLVAS)	\$366.30
0	341	TOWN OF DEMOTTE	5/10/2012	Sewer Wastewater-DeM April 2012 (Confirmation #CBJBGON9)	\$69.80
0	342	TOWN OF WHEATFIELD	5/10/2012	May Sewer Wastewater Fee-Wh. Lib Confirmation #LBDBVOVA	\$56.65
0	343	PAYROLL	5/10/2012	PAYROLL	\$48,049.90
31277	344	4-COUNTY SUPPLY	5/14/2012	4-Sloan Toilet Repair Kits-Rens	\$79.16
31278	345	AARON'S LAWN CARE	5/14/2012	Lawn Mowing Services & Spring Yard Cleanup - 3/05-4/4/12	\$710.00
31279	346	ACE HARDWARE	5/14/2012	Door Kick-Stops, Paint, Toilet Seat Hinges	\$99.01
31280	347	ALICE KORNIK	5/14/2012	Refund on Found lost Pd book	\$13.37
0	348	ALLIANCE BANK	5/14/2012	Direct deposit fees-April	\$37.30
31281	349	ALLIED WASTE SERVICES #71	5/14/2012	Trash Pick-Up @ Whtfld, May	\$53.90
31282	350	ANGELA BARTON	5/14/2012	Mileage: Book Vendor Visits	\$48.84
31283	351	ANTHEM BLUE CROSS BLUE S	5/14/2012	19-Health/Dental Premiums-May	\$11,138.98
31284	352	ANTHEM LIFE	5/14/2012	Employee Life Ins Premiums-May	\$99.54
31285	353	BAKER & TAYLOR	5/14/2012	Books, Continuations, AV, Auto. Yours	\$10,620.67
31286	354	BAKER & TAYLOR ENTERTAIN	5/14/2012	DVDs	\$205.01
31287	355	BETH REASONER	5/14/2012	Mileage: Pre-School Visits, Outreach, Donation Letters	\$10.55
31288	356	BETTER CONTAINERS MFG. C	5/14/2012	'Love My Library' bookbags	\$124.16
31289	357	BLUETARP FINANCIAL, INC	5/14/2012	Paint & Painting supplies - Rens Lobby	\$53.97
31290	358	CAPITAL ONE BANK (USA), NA	5/14/2012	DVDs, Books, B2B Mtg Expenses, Staff Anniv Gift Cards, New Car Buying Guides, sales tax refunds, compact refrigerator, Survey Monkey, Livescribe pens	\$5,029.28
31291	359	CARDINAL OFFICE PRODUCT	5/14/2012	DeMotte Workroom Copier, qly maintenance contract	\$358.10
31292	360	CAROLYNN DeVRIES	5/14/2012	Mileage: Literacy Meeting	\$24.42
31293	361	CENTER POINT PUBLISHING	5/14/2012	Large Print Books	\$57.68
31294	362	CENTURYLINK	5/14/2012	Rens Local Phone Service-May	\$118.71
31295	363	CHICAGO TRIBUNE	5/14/2012	Wheatfield 6-month Daily Subscription thru 11/7/2012	\$195.00
31296	364	COMMUNITY MEDIA GROUP, I	5/14/2012	Rensselaer Republican subscription, DeMotte, 1 yr thru 5/31/2013	\$120.00
31297	365	COUNTRYSIDE LANDSCAPING	5/14/2012	Mulch & Trimming Shrubs/Bushes-DeM. Lib	\$1,148.00
31298	366	CRESTLINE SPECIALTIES CO,	5/14/2012	Imprinted Mugs, bracelets, umbrellas-Marketing	\$738.36
31299	367	CULLIGAN OF KOUTS	5/14/2012	Water Cooler Rental & Water-Whtfld - May	\$63.95
31300	368	D & S COMPUTER SERVICES	5/14/2012	2nd Qtr Advance Web Hosting Support	\$120.00
31301	369	DAVIDSON TITLES INC.	5/14/2012	Books	\$4,968.79
31302	370	DAVIS WATER SERVICES, INC	5/14/2012	Conditioner Salt for Tanin & Regular units-DeM. Lib.; Tanin unit rental, April-May-June	\$457.00
31303	371	DEMCO	5/14/2012	Magazine Binders - Rens & Whtfld	\$171.93
31304	372	DEX ONE	5/14/2012	Phone Directory listing, May-June-July	\$88.50
31305	373	DIANA KOOS	5/14/2012	Br. Mgr Counterparts Mtg expenses	\$33.56
31306	374	DUCKWALL-ALCO STORES, IN	5/14/2012	Spring Festival expenses-DeM. Lib.	\$26.63
31307	375	EBSCO Accounts Receivable	5/14/2012	Databases: Auto Repair Ref, Home Improvement Ref, Small Engine Repair Ref Center	\$3,500.00
31308	376	EMILY DURAN	5/14/2012	Mileage: AV Shopping trip	\$24.42
31309	377	ENA SERVICES LLC	5/14/2012	Internet Access-April 2012	\$885.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31310	378	FIRE STARTER PUBLISHING	5/14/2012	Books	\$92.10
31311	379	GALE	5/14/2012	Opposing Viewpoints, Legal Forms databases; Ency of Assoc & credit, books	\$4,038.64
31312	380	HARLEY TOMLINSON	5/14/2012	Refund on ret'd Lost Pd book	\$12.69
31313	381	HERITAGE OFFICE PRODUCT	5/14/2012	Magnetic Name Tag - Donna Z	\$11.50
31314	382	HP PRODUCTS CORP.	5/14/2012	Vacuum Repair parts-Rens; mophead, trash bags	\$194.64
31315	383	INTELLIGENT CLEANING SYST	5/14/2012	Latex Gloves, Deodorizers, paper towels	\$104.18
31316	384	KONE, INC.	5/14/2012	Elevator Mtnce, qtlly	\$370.80
31317	385	LINDA POORTENGA	5/14/2012	Mileage: Br. Counterparts, B2B, Lib Council Meetings; B2B books, pickle pins	\$122.87
31318	386	LINDA THOMPSON	5/14/2012	Mileage: Reference Counterparts	\$31.08
31319	387	DANIEL J. HETTINGER	5/14/2012	Rekeyed two locks - Wh Lib	\$120.00
31320	388	MANUFACTURERS' NEWS, IN	5/14/2012	IN Mfg Directory	\$147.45
31321	389	MARLENE BEEDLE	5/14/2012	Mileage: Literacy Comm Mtg	\$24.42
31322	390	NETWISE RESOURCES LLC	5/14/2012	Workroom copier qtlly mtnce contract-Rens	\$504.67
31323	391	NIPSCO	5/14/2012	Utilities-Wh. Lib, 3/30-5/2/12	\$1,993.32
31324	392	OFFICEWORKS	5/14/2012	Equa Pneumatic Cylinder for volunteer chair	\$19.20
31325	393	OLLIS BOOK CORPORATION	5/14/2012	Books	\$1,772.20
31326	394	PATTY STRINGFELLOW	5/14/2012	Mileage: WRIN publicity, Bd Mtg, NW IN Director's Mtg, Branch visits, Lib Council Mtg, carpooling	\$183.26
31327	395	PEGGY WOODS	5/14/2012	Mileage: bank deposits, Walmart purchases, Bk/DVD returns	\$10.71
31328	396	POSTMASTER	5/14/2012	Stamps: 100-\$.17; 100-\$.20; 100-\$.32; 100-\$.65; 100-\$.80; 100-\$.84; 100-\$.98; 100-\$1.00	\$496.00
31329	397	POST TRIBUNE PUBLISHING, I	5/14/2012	Whitfld Lib Annual subscription, 5/27/12-5/25/13	\$195.00
31330	398	PRECISION CONTROL SYSTE	5/14/2012	D & R Preventative Mtnce (Jan-Mar); VAV 9 malfunctioning -replaced bad controller	\$3,540.20
31331	399	PROQUEST LLC	5/14/2012	Microfilm of Rens Republican, 9/1-12/31/11	\$78.37
31332	400	QUILL CORPORATION	5/14/2012	Post-its Dispenser & refills, Inker, Toner Cartridges, labels, envelopes, copy paper, tape, moistener	\$890.43
31333	401	RACHAEL CAVINDER	5/14/2012	Mileage: AV Shopping Trip, Mgmt Mtg, Nursery School Visit, Patron Survey Mtg.	\$71.04
31334	402	RAINBOW BOOKS	5/14/2012	Children Books	\$1,315.50
31335	403	RELIABLE EXTERMINATORS, I	5/14/2012	Exterior Perimeter Pest Control-Rens	\$152.00
31336	404	ROEING CORP.	5/14/2012	Astaro Mail Security (2 months) Support	\$184.00
31337	405	ROSEN PUBLISHING	5/14/2012	Children Books	\$826.50
31338	406	SCHOLASTIC LIBRARY PUBLIS	5/14/2012	Children Books	\$397.89
31339	407	SUE TOBIAS	5/14/2012	Mileage: Bank Deposits, SHRM Conference, Employee Orientation	\$52.17
31340	408	GAIL EVANS	5/14/2012	Mileage: Bank Deposit, Bd Mtg, Post Office, Mail Bd Packets, purchase cleaning products	\$88.80
31341	409	SUNRISE PACKAGING INC.	5/14/2012	White Album CD/DVD cases	\$299.42
31342	410	SVT, LLC	5/14/2012	Magazine, Book Buddies & Mgmt Mtg Expenses	\$46.26
31343	411	THE TIMES	5/14/2012	Newspaper Subscription, 1 yr through 5/19/13	\$221.00
31344	412	TRACY COCHRON	5/14/2012	Refund on Pd Lost Bk returned	\$9.99
31345	413	TRUGREEN CHEMLAWN	5/14/2012	Lawn Fertilization-Wh Lib; Applescab Treatment-DeM.	\$147.25
31346	414	UNIQUE MANAGEMENT SERVI	5/14/2012	Primary & Secondary Placements-March & April	\$449.99
31347	415	UPSTART	5/14/2012	Summer Reading Materials/Prizes/Shirts	\$693.85
31348	416	VISION SERVICE PLAN- (IN)	5/14/2012	19 Vision Premiums-May	\$209.20
31349	417	WAL-MART COMMUNITY/GEM	5/14/2012	DVDs, books, Annual Cell phone subscr, Ch Prog supplies, Author Visit expenses, Tuesday Movie expenses, Storytime Crafts, Bk Cleaning Wipes, Broom, Dust pan, measuring cup, air freshners, TB cleaners, dustmops, ant killer, disinfectants, swifter refills, soap, light bulbs lime-away, etc.	\$1,007.49
31350	418	WASTE MANAGEMENT	5/14/2012	Trash Pick-up @ DeM, May	\$60.50
31351	419	AARON'S LAWN CARE	5/14/2012	Mowing, 4/10-4/27/12, R-D-W	\$525.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31352	420	CENTURYLINK	5/14/2012	Telephone, Local Service - Wheatfield phones	\$53.24
31353	421	NIPSCO	5/14/2012	Utilities-DeM, 4/5-5/7/12	\$3,432.60
31354	422	OFFICE DEPOT	5/14/2012	Fax cartridges, CD/DVD Sleeves	\$58.04
Total Amount of Claims					\$126,984.20

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 14, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$126,984.20

Date this 14th day of May, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

June

June



JCAL Beard,

Thank you for the gift
card for my 25th anniversary.

Your support of all of us
has been greatly appreciated.

Sincerely,

Aiana Koy.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 11, 2012, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of May Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 13)
Nonresident Borrowing Fee (R 15)
Workshop Request (R 15)

General Business

Annual Report of Webmaster (R 16)
DeMotte Library Pool Party (R 16)

Information
Action

Director's Report (R 15-R 19)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

May 14, 2012
Rensselaer Library

Present: Timothy Schultz, Janet Umlauf, Janelle Harper, Natalie Waling, Jody Melton, Deana George, Patricia Stringfellow, Gail Evans

Absent: Mari Anne Saylor

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:13 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, Salary Ordinance Update were approved on a motion by J. Melton, and seconded by J. Umlauf. Motion passed. A discussion ensued about the price for a newspaper subscription being rather costly. The business office will inquire further into the fees charged for these.

Gift Policy: The decision by the board at the April meeting to allow the director and staff to make decisions regarding artwork placed in the library prompted revisions to the Gift Policy, not the Art & Exhibit Policy as previously thought. On a motion by J. Melton, seconded by J. Umlauf, the board chose to adopt the changes to the Gift Policy as presented. Motion was unanimous.

The Jasper County Art League provided a copy of the wording for the hardwood plaque to be placed next to the Marie Courtright painting that had been donated to the library last year, and has been approved by Director and staff.

Social Media Policy: With the advent and use of social media it is necessary to adopt a Social Media Policy. The policy was drafted by our employment law attorney and reviewed by the Management Team as well. Since social media is constantly evolving this policy will be scheduled for review on an annual basis rather than every two years as most policies. J. Melton moved, seconded by D. George, to adopt the policy and review in six months at the November Board Meeting. Motion passed.

Circulation Policy: Library staff recommend that we revise the Circulation Policy to increase loan limits on AV materials, namely, entertainment movies for 3 days/no holds/no renewals; 3 educational movies for 3 weeks/allowing holds and one renewal; no limits for software and one renewal; and 10 CDs with one renewal. This will allow patrons to check out more movies, software and music and perhaps make fewer trips to the library in this time of higher gas prices. J. Umlauf made a motion to adopt the revised Circulation Policy as presented. Motion was seconded by J. Melton. All were in favor. The changes will be effective June 1, 2012 to allow staff time to change circulation rules in our automated system.

PlayAway View Materials: The PlayAway View is an exciting hand-held device used as a literacy tool pre-loaded with educational content, ideal for toddlers to teens. Videos range from Little Pim and Sesame Street to National Geographic and Shakespeare. They are durable, portable and convenient gadget for patrons that encourage reading. The company that sells these also offers an all day on-site demo for patrons and staff. If the board approves this new format, the library will seek grants from NIPSCO and Jasper Foundation to fund 25 of these at \$100 apiece with the balance paid through a distribution from the Fendig Fund that the library is a beneficiary. J. Harper moved, seconded by J. Umlauf, to add this new material type to our collection. Motion passed unanimously.

Resolution to Establish New Subcategories: In order to report eBook Services and Database and Licensing statistics specific to the State Library Annual reporting requirements, two new subcategories have been recommended. This will also necessitate transferring funds between major categories. D.

George moved, seconded by J. Melton, to establish new subcategories and transfer funds between major categories. Motion passed. The board signed a resolution to transfer \$28,993 of the non-print appropriated funds to 3.145 Database & Licenses (\$21,993) and 3.146 E-book Services (\$7,000).

Director's Salary 2013: In order to budget for the director's wage for the ensuing year, the board set the rate of increase to be the same that staff receives on a motion by T. Schultz, and second by D. George. Motion was unanimous. The rate of increase for staff will be determined at the end of the year when we have available data for insurance and benefits for 2013.

Director's Report: The library received \$390,000 as a result of our advanced tax draw request. This was welcomed news. We will receive the rest of our tax distribution in June. The spring tax distribution is normally larger than the fall property tax distribution.

The Jasper Foundation sent the library \$1,000 from the Fendig Fund distribution.

We were pleased that the second batch of water samples taken at the Wheatfield Library came back absent for coliform without the need to sanitize any water pipes/lines. A new Indiana law effective July 1st bans smoking within 8' of a public entrance. Signs will be made stating "State Law Prohibits Smoking Within 8' of This Entrance". Signage will be erected as required.

User Survey results are in. These are being reviewed by staff and will be evaluated to assess patron satisfaction and areas that we can improve upon. The number one reason to visit the library was to check-out fiction books, then movies, and third, the non-fiction books. Most responders visit the library weekly and were 60 and over.

Gail Evans has submitted her resignation as Business Manager and will retire Dec 30, 2012 after 25 yrs of service. She will be using accrued vacation time and be paid into February 2013. The position will be posted in-house first. It is hoped that we can hire someone by July to give ample time to train a replacement. We did anticipate this was a possibility and budgeted for it in 2012.

Thank You: J. Umlauf read a card from L. Thompson thanking the board for the day off in recognition of her 15 yrs of service.

Public Forum: N. Waling publicly acknowledged the great presentation Angela Barton gave to the Middle School classes. She is a great storyteller, talked about a lot of the books the library has, generated good questions from the audience, showed the Nook to students and also assisted her with navigating the Nook. She did an awesome job!

Adjournment: With no further matters for discussion J. Melton moved, seconded by J. Umlauf, to adjourn the meeting at 7:07 PM.


Janet Umlauf, Secretary


Attest: N. Waling, President

CIRCULATION BY HOLDINGS CODE
May 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	28	0	0	28
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	32	0	0	32
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	2	0	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	63	5	2	70
Blu-Ray (DBR)	58	0	0	58
Books on CD (DBKCD)	162	8	7	177
Books on Tape (DBKT)	8	2	0	10
Compact Disc (DCD)	360	13	3	376
Digital Audiobooks (DDA)	7	0	0	7
DVD (DDVD)	1437	20	5	1462
Equipment (DEQP)	83	0	0	83
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	66	1	0	67
Fiction (DFIC)	705	26	14	745
Fiction Fantasy (DFICF)	20	1	2	23
Fiction Mystery (DFICM)	132	5	2	139
Fiction New (DFICNEW)	446	9	25	480
Fiction Science Fiction (DFICSF)	8	1	0	9
Fiction Western (DFICW)	25	0	0	25
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	96	0	0	96
Hanging Bags (DHANG)	19	0	0	19
ILL (DILL)	72	2	0	74
Internet (DINTER)	970	0	0	970
Juv. Audio book (DJAUDB)	10	0	0	10
Juv. Biography (DJBIO)	39	0	1	40
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	38	1	0	39
Juvenile Easy (DJE)	630	12	6	648
Juv. Easy Non-fiction (DJENF)	66	1	0	67
Juv. Easy Reader (DJER)	346	3	0	349
Juv. Fiction (DJFIC)	460	10	2	472
Juv. Holiday books (DJHOL)	19	0	0	19
Juv. Magazine (DJMAG)	45	0	0	45
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	350	13	5	368
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	110	5	0	115

Large Print Fiction (DLPF)	171	3	2	176
Large Print Nonfic (DLPNF)	6	1	2	9
Magazine (DMAG)	746	0	1	747
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	1	2	8
Nonfiction 100 (DNF100)	9	2	4	15
Nonfiction 200 (DNF200)	27	4	4	35
Nonfiction 300 (DNF300)	72	2	4	78
Nonfiction 400 (DNF400)	6	1	0	7
Nonfiction 500 (DNF500)	33	0	1	34
Nonfiction 600 (DNF600)	158	12	9	179
Nonfiction 700 (DNF700)	47	4	5	56
Nonfiction 800 (DNF800)	14	0	0	14
Nonfiction 900 (DNF900)	50	2	2	54
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	48	2	1	51
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	155	10	2	167
Nonfiction VHS (DNFVHS)	1	1	0	2
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	3	0	0	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	8	0	0	8
Software (DSWAR)	39	2	0	41
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	54	0	0	54
YA Audio book (DYAUSB)	2	1	0	3
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	217	5	7	229
YA Music CD (DYACD)	5	0	0	5
YA Nonfiction (DYANF)	25	0	2	27
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	8	0	0	8
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	51	7	60
Blu-Ray (RBR)	0	66	0	66
Books on CD (RBKCD)	7	155	6	168
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	10	264	7	281
Digital Audiobooks (RDA)	2	12	0	14
DVD (RDVD)	14	2359	8	2381
Equipment (REQP)	0	77	0	77
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	65	0	65
Fiction (RFIC)	32	582	9	623
Fiction New (RFICNEW)	21	418	14	453

Genealogy (RGENE)	0	8	0	8
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	206	0	206
Hanging Bag (RHANG)	0	20	0	20
ILL (RILL)	1	59	1	61
Internet (RINTER)	0	1546	0	1546
Juv. Audio book (RJAUDB)	0	17	0	17
Juv. Biography (RJBIO)	1	30	22	53
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	27	0	28
Juvenile Easy (RJE)	3	667	1	671
Juv. Easy Non-fiction (RJENF)	0	115	0	115
Juv. Easy Reader (RJER)	1	279	0	280
Juv. Fiction (RJFIC)	9	584	24	617
Juv. Magazine (RJMAG)	0	26	0	26
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	437	19	458
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	101	0	103
Large Print Fiction (RLPF)	12	275	2	289
Large Print Nonfic (RLPNF)	2	12	1	15
Magazine (RMAG)	0	481	2	483
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	3	9	1	13
Non-Fiction 100 (RNF100)	1	23	5	29
Non-Fiction 200 (RNF200)	7	55	2	64
Non-Fiction 300 (RNF300)	7	59	1	67
Non-Fiction 400 (RNF400)	1	7	0	8
Non-Fiction 500 (RNF500)	0	27	0	27
Non-Fiction 600 (RNF600)	15	269	13	297
Non-Fiction 700 (RNF700)	7	64	13	84
Non-Fiction 800 (RNF800)	1	7	1	9
Non-Fiction 900 (RNF900)	6	77	9	92
Nonfiction Blu-Ray (RNFBFR)	0	0	0	0
Nonfiction DVD (RNFDVD)	2	189	5	196
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	201	9	219
Nonfiction VHS (RNFVHS)	0	7	0	7
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	9	0	10
Software (RSWAR)	0	59	0	59
Vertical File (RVF)	0	5	0	5
VHS (RVHS)	0	1	0	1
YA Audio book (RYAUDB)	1	11	4	16
YA Biography (RYAB)	0	0	1	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	15	234	10	259
YA Music CD (RYACD)	7	107	0	114
YA Nonfiction (RYANF)	1	14	0	15
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	5	13	18
Blu-Ray (WBR)	0	0	77	77
Books on CD (WBKCD)	10	16	159	185
Books on Tape (WBKT)	0	4	5	9
Compact Disc (WCD)	22	42	219	283
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	10	31	1458	1499
Equipment (WEQP)	0	0	22	22
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	52	52
Fiction (WFIC)	35	26	279	340
Fiction Fantasy (WFICF)	0	3	6	9
Fiction Mystery (WFICM)	5	2	73	80
Fiction New (WFICNEW)	24	26	297	347
Fiction Science Fiction (WFICSF)	0	0	4	4
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	0	0	25	25
Hanging Bags (WHANG)	0	0	6	6
ILL (WILL)	0	1	33	34
Internet (WINTER)	0	0	691	691
Juv. Audio book (WJAUDb)	0	0	4	4
Juv. Biography (WJBIO)	2	1	24	27
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	17	17
Juvenile Easy (WJE)	4	23	287	314
Juv. Easy Non-fiction (WJENF)	0	1	48	49
Juv. Easy Reader (WJER)	0	1	227	228
Juv. Fiction (WJFIC)	21	10	357	388
Juv. Magazine (WJMAG)	0	0	17	17
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	6	179	195
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	10	1	102	113
Large Print Fiction (WLPF)	15	8	69	92
Large Print Nonfic (WLPNF)	3	2	5	10
Magazine (WMAG)	23	1	226	250
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	0	0	13	13
Non-Fiction 200 (WNF200)	4	7	11	22
Non-Fiction 300 (WNF300)	3	2	19	24
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	0	2	11	13
Non-Fiction 600 (WNF600)	13	4	153	170
Non-Fiction 700 (WNF700)	6	1	29	36
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	2	4	24	30
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	1	2	85	88
Nonfiction (WNFIC)	0	0	3	3
Nonfiction New (WNFNEW)	13	12	61	86
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	1	39	40
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	43	43
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	1	6	8
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	21	18	210	249
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	15	16
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9289	10833	6037	26159

CIRCULATION BY HOLDINGS CODE
May 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	28	0	0	28
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	32	0	0	32
Award Winning non-fiction (AWNF)	1	0	0	1
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	65	61	22	148
Blu-Ray (BR)	58	66	78	202
Books on CD (BKCD)	179	179	172	530
Books on Tape (BKT)	8	6	5	19
Compact Disc (CD)	392	319	229	940
Digital Audiobooks (DA)	9	12	1	22
DVD (DVD)	1461	2410	1471	5342
Equipment (EQP)	83	77	22	182
See librarian (ERR)	0	0	0	0

Express Book (EXP)	66	66	52	184
Fiction (FIC)	772	634	302	1708
Fiction Fantasy (FICF)	20	4	8	32
Fiction Mystery (FICM)	137	7	75	219
Fiction New (FICNEW)	491	453	336	1280
Fiction Science Fiction (FICSF)	8	1	4	13
Fiction Western (FICW)	25	0	3	28
Genealogy (GENE)	0	8	0	8
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	96	206	25	327
Hanging Bags (HANG)	19	20	6	45
ILL (ILL)	73	62	34	169
Internet (INTR)	970	1546	691	3207
Juv. Audio book (JAUDB)	10	17	4	31
Juv. Biography (JBIO)	42	31	47	120
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	39	28	17	84
Juvenile Easy (JE)	637	702	294	1633
Juv. Easy Non-Fiction (JENF)	66	117	48	231
Juv. Easy Reader (JER)	347	283	227	857
Juv. Fiction (JFIC)	490	604	383	1477
Juv. Holiday (JHOL)	19	0	0	19
Juv. Magazine (JMAG)	45	26	17	88
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	362	456	203	1021
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	122	107	102	331
Large Print Fiction (LPF)	198	286	73	557
Large Print Nonfic (LPNF)	11	15	8	34
Magazine (MAG)	769	482	229	1480
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	10	5	23
Non-Fiction 100 (NF100)	10	25	22	57
Non-Fiction 200 (NF200)	38	66	17	121
Non-Fiction 300 (NF300)	82	63	24	169
Non-Fiction 400 (NF400)	7	8	0	15
Non-Fiction 500 (NF500)	33	29	12	74
Non-Fiction 600 (NF600)	186	285	175	646
Non-Fiction 700 (NF700)	60	69	47	176
Non-Fiction 800 (NF800)	15	7	7	29
Non-Fiction 900 (NF900)	58	83	35	176
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	51	193	91	335
Nonfiction (NFIC)	1	0	3	4
Nonfiction New (NFNEW)	177	223	72	472
Nonfiction VHS (NFVH)	1	8	0	9
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	3	0	0	3

Reference (REF)	59	58	24	141
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	9	1	19
Software (SWAR)	39	62	39	140
Vertical File (VF)	1	5	0	6
VHS	54	1	43	98
YA Audio book (YAUDB)	3	12	4	19
YA Biography (YAB)	0	0	2	2
YA Books on CD (YABKCD)	1	1	6	8
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	253	257	227	737
YA Music CD (YACD)	12	107	0	119
YA Nonfiction (YANF)	27	14	17	58
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	8	1	0	9
				0
Free reads	515	409	193	1117
Games/Puzzles	8	4	0	12
Talking books	0	0	2	2
Assignment Shelf Books	0	0	0	0
TOTAL	9871	11304	6256	27431

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2240	1861	1046	5147
Nonfiction	892	1084	508	2484
CHILDREN'S BOOKS				
Fiction	1656	1696	1006	4358
Nonfiction	493	604	298	1395
YA BOOKS				
Fiction	351	463	252	1066
Nonfiction	27	14	19	60
Magazines, Adult	769	483	229	1481
Magazines, Children	45	26	17	88
Sound Recordings, adult	592	529	419	1540
Sound Recordings, ch	80	172	27	279
Online databases	0	0	0	0
Software	39	62	39	140
Vertical file	1	5	0	6
VHS/DVD/Blu-Ray	1625	2678	1683	5986
Equipment	83	77	22	182
Total	8893	9754	5565	24212
A-V Circulation	2336	3441	2168	7945
A-V Circulation as % of total	26.3%	35.3%	39.0%	32.8%

May 2012

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	75,271	65,826	49,048
Circulation Increase/Decrease	2.0%	14.7%	-4.4%
XX XXXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	23,037	24,212	5.1%
Jan. to date circulation	123,672	126,759	2.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
21,435	21,557	12,300	12,386	13,269	13,368 Fiction
19,276	19,345	20,348	20,458	9,680	9,736 Nonfiction
CHILDREN'S BKS					
13,922	13,946	12,176	12,250	10,262	10,300 Fiction
9,407	9,408	6,587	6,592	5,587	5,588 Nonfiction
YA BOOKS					
2,128	2,138	2,660	2,696	2,102	2,119 Fiction
537	539	704	727	115	115 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,042	3,080	3,662	3,668	3,488	3,544 Sound Rec/Adult
712	717	437	453	752	755 Sound Rec/Child
19	19	29	29	7	7 Online Databases
378	378	357	356	181	181 Software
3	3			4	4 Vertical Files
3,964	4,023	5,946	6,049	3,228	3,274 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
74,941	75,271	65,368	65,826	48,732	49,048 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	157	34	173	37	265	57	595	129
LOCAL HISTORY								
In person	4	1	25	7	2	1	31	9
Letters written	4	4	10	10	0	0	14	14
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	970	40	1546	64	691	29	3207	134
Internet use-Wireless	365		461		248		1074	
Computer software used	133	11	121	10	65	5	319	27
VCR Use	1	0	0	0	0	0	1	0
Microforms	7	1	20	3	0	0	27	4
CD ROM/Online databases	184	15	539	45	73	6	796	66
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	36	36	18	12	0	0	54	36
Notarized documents	6	2	71	18	4	1	81	20
Meeting Room Use (no. of group)	34	11	53	18	22	7	109	36
Study room use	22	2	21	2	28	2	71	6
Proctoring	3	2	4	2	0	0	7	4
Tax Forms distributed	0	0	1	0	1	0	2	0
Pull Requests	0	0	7	7	0	0	7	42
E-books downloaded							413	
IN-HOUSE USE ITEMS	95		226		174		495	
SELF-CHECKOUT USE	296		932		443		1671	
INTERLIBRARY LOANS								
Requests made for:	67	17	61	15	32	8	160	40
Items rec'd for:	59	30	58	29	24	12	141	71
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8489	8624	4949	22062
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	399	446	100	945
Number of New Patrons Added	38	43	29	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0
Children's Programs (0-13)	13	78	21	126	12	72	276
Number attending	733		1192		1025		2950
YA Programs (14-17)	2	12	1	6	1	6	24
Number attending	42		574		850		1466
Adult Programs	3	18	10	60	1	6	84
Number attending	180		108		103		391
Senior Citizen Programs	5	30	5	30	4	24	84
Number attending	89		39		22		150
Total Number of Programs	23	138	37	222	18	108	468
Total Persons Attending	1044		1913		2000		4957
Total Attending Same Month Last Yr.	1548		1057		1711		4316
Total Staff Hours Spent		344		501		237	1105
Total Number of In-House Program	17		31		15		63
Total Attendance	922		447		178		1547
Total Number of Outreach Program	6		6		3		15
Total Attendance	122		1466		1822		3410

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6128	69.3%	5986	61.7%	3520	63.5%	15634	64.9%
Corporate	0	0.0%	84	0.9%	0	0.0%	84	0.3%
Juvenile 0-11	116	1.3%	243	2.5%	65	1.2%	424	1.8%
Juvenile-AV	1334	15.1%	1247	12.9%	818	14.8%	3399	14.1%
Nonresident No Fee	0	0.0%	39	0.4%	33	0.6%	72	0.3%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	289	3.3%	550	5.7%	100	1.8%	939	3.9%
Reciprocal Juvenile	4	0.0%	7	0.1%	0	0.0%	11	0.0%
Reciprocal Juvenile AV	11	0.1%	25	0.3%	26	0.5%	62	0.3%
Reciprocal YA	0	0.0%	28	0.3%	0	0.0%	28	0.1%
Reciprocal YA AV	2	0.0%	9	0.1%	0	0.0%	11	0.0%
School	0	0.0%	21	0.2%	0	0.0%	21	0.1%
School AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	27	0.3%	0	0.0%	27	0.1%
Staff	528	6.0%	779	8.0%	638	11.5%	1945	8.1%
Walking books	51	0.6%	75	0.8%	35	0.6%	161	0.7%
YA 12-17	35	0.4%	90	0.9%	0	0.0%	125	4.7%
YA-AV	344	3.9%	480	5.0%	304	5.5%	1128	4.7%
Total	8842		9696		5539		24077	
All items borrowed by nonresidents	306	3.5%	712	7.3%	159	2.9%	1177	4.9%

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet and Safety Use Policy the Library highly recommends that parents read Keeping Kids Safer on the Internet, a publication available on the Internet. The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Online catalog computers give access through the Internet to INSPIRE and other online databases. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 6th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring laptop computers into each of our branches; however, patrons must provide their own wireless network cards that are compatible with 802.11g standard. Technical support is not available for personal laptops. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the Internet should be assumed to be private property.
3. The Library uses Internet filtering software. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Adults may request that the filter be disabled for their own personal use.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use Policy.
5. Use of the Internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online.

In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

~~Blogging and social web sites have become a part of our professional and personal lives. On or off the job, employees are considered emissaries and ambassadors of our organization. When communicating in a public forum, such as a blog, social networking site, or other Internet forum employees should strictly avoid revealing any confidential information and take care to avoid injuring or disparaging the library, its products, or services.~~

2/96; revised 6/12

Jasper County Public Library Social Media Policy

All employees must act professionally and refrain from behavior that could adversely impact the library's reputation or mission. You must treat co-workers, patrons, and those with whom the Library has a business relationship respectfully at all times, including when posting and transmitting through social media. Social media includes, but is not limited to, social networking websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, mailing lists, and web logs ("blogs").

Unless management specifically approves otherwise, employees are only allowed to use the library's equipment or software to access social media on non-working time (i.e., during breaks and/or for limited periods of time before or after your work shift begins).

While we support your use of social media as a vehicle for social and business networking, you must understand and adhere to the following, regardless of whose equipment or software you are using or when you are using it:

- (1) Do not present yourself as a representative of the library. Social media indicating your place of employment must include a disclaimer that the opinions provided do not represent the views of the library. Content placed on social media regarding the library or its officers, management, employees, vendors, or patrons must be free of any impression that the views expressed are anything more than personal opinion; in other words, such content must make clear that it does not represent the views of the library or its management.

- (2) Do not express personal opinions that are disparaging or derogatory about the library, its officers, management, employees, vendors, or patrons, either by name or by implication.
- (3) Respect the privacy of other employees and refrain from posting photographs, opinions, or other information that may portray other employees, the library or business relationships with the library in a negative manner.
- (4) Do not place content on social media that violates the library's policies, including but not limited to its equal employment opportunity/anti-harassment, confidential information, outside work, workplace violence, and employee conduct policies.
- (5) Do not post any information that could identify any particular employee, patron, or entity with whom the Library has a business relationship unless you have an independent relationship with that person or entity.
- (6) Do not publish confidential information, including, but not limited to, trade secrets, proprietary information, and all other non-public information and data about the library and its business. If you are uncertain whether information is confidential, ask the Director.
- (7) Comply with copyright laws, and do not plagiarize. Do not use the library's logos or trademarks without prior written consent.
- (8) Do not let use of social media interfere with work commitments or performance.

If you learn of social media that is inconsistent with the requirements of this policy, immediately notify the Director. Violations of this policy may result in disciplinary action up to and including discharge. (This policy does not prohibit legally-protected conduct.)

Adopted 6/11/12

JCPL FINANCIAL STATEMENT

May 31, 2012

	<u>Beginning 2012 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$402,763.39	\$168,559.08	\$818,233.43	\$404,839.44	\$761,188.37	\$345,718.33
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$8,652.97	\$1,068.75	\$2,938.71	\$1,571.39	\$6,861.92	\$12,576.18
DeMotte	\$1,880.46	\$368.84	\$997.28	\$200.00	\$1,464.15	\$2,347.33
Rensselaer	\$4,953.13	\$287.31	\$1,311.63	\$1,120.39	\$3,895.26	\$7,536.76
Wheatfield	\$1,819.38	\$412.60	\$629.80	\$251.00	\$1,502.51	\$2,692.09
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$0.00	\$40.23	\$261.04	\$236,887.64
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$157,233.75	\$34,776.87	\$53,125.31	\$258,740.15
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$3,407.19	\$3,407.19	\$304,829.02
Includes Investments of:	\$0.00					
State Technology Fund Grant Fund	\$8,793.00	\$885.00	\$4,425.00	\$0.00	\$0.00	\$4,368.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$6,872.96	\$22,170.57	\$1,236,794.60
Includes Investments of:	\$500,000.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$89,452.17	\$9,387.77	\$9,387.77	\$41,930.92
Sales Tax	\$45.19	\$0.00	\$44.36	\$0.81	\$40.05	\$40.88
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,568.74	\$41,582.90	\$8,568.74	\$41,582.90	\$0.00
FICA Tax Collected	\$0.00	\$5,257.94	\$25,911.64	\$5,257.94	\$25,911.64	\$0.00
State Tax Collected	\$3,421.24	\$3,416.55	\$17,122.83	\$3,503.66	\$17,205.20	\$3,503.61
County Tax Collected	\$2,546.79	\$2,564.87	\$12,839.66	\$2,644.15	\$12,937.07	\$2,644.20
Deferred Comp.	\$0.00	\$2,680.00	\$13,370.00	\$2,680.00	\$13,370.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,346.21	\$16,730.65	\$3,346.11	\$16,730.55	(\$0.10)
Employee Life Insur.	\$0.00	\$135.16	\$684.80	\$135.16	\$684.80	\$0.00
Employee P.E.R.F.	\$6,922.62	\$0.00	\$14,050.43	\$2,398.71	\$11,878.50	\$4,750.69
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$196,482.30	\$1,214,670.33	\$489,431.13	\$996,742.88	\$2,453,054.12

Bank Balances**Jasper County Public Library****Report as of: 5/31/2012**

Bank		
1	Alliance Bank	\$1,709,304.03
2	Demotte State Bank	\$2,154.01
3	Alliance Bank-LIRF Acct	\$236,887.64
4	PNC Bank	\$4,438.44
5	Cash On Hand	\$270.00
6		\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$0.00
10		
11		

Total all banks = \$2,453,054.12

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
8/5/2012	400042839	Kentland Bank	12 mon	\$500,000.00	1.31%	CPF	8/5/2011		

CLOSED INVESTMENTS:

5/31/2012	400042716	Kentland Bank	12 mon	\$500,000.00	1.35%	CPF	5/31/2011	\$6,814.38	
5/31/2012	400042716	Kentland Bank	12 mon	\$250,000.00	1.35%	Rainy Day	5/31/2011	\$3,407.19	

TOTAL INTEREST EARNED:

\$10,221.57

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/2012 To 5/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$24,914.04	\$34,677.96	41.8
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$87,209.08	\$426,950.58	\$616,240.42	40.9
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$4,195.78	\$23,478.88	\$45,641.12	34.0
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$7,119.10	\$35,083.93	\$54,567.07	39.1
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$0.00	\$1,600.01	\$1,723.99	48.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$0.00	\$36,849.47	\$39,278.53	48.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$20.70	\$98,022.70	\$8,175.83	\$40,891.25	\$57,131.45	41.7
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$111,700.45	\$589,768.16	\$849,260.54	41.0
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$208.81	\$216.19	49.1
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$114.31	\$335.69	25.4
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$1,040.47	\$3,879.42	\$3,120.58	55.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$303.50	\$2,292.21	\$3,707.79	38.2
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$428.39	\$3,142.25	\$3,057.75	50.7
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$271.60	\$2,228.40	10.9
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$107.95	\$427.76	(\$277.76)	285.2
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$252.74	\$683.27	\$1,816.73	27.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$814.49	\$5,032.61	\$9,567.39	34.5
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$2,947.54	\$16,052.24	\$23,872.76	40.2
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,620.00	\$2,380.00	40.5
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,194.64	\$3,805.36	23.9
3.145 DATABASES & LICENSING SERVICES	\$0.00	\$21,193.00	\$21,193.00	\$9,639.15	\$9,639.15	\$11,553.85	45.5
3.146 E-BOOKS SERVICES	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$360.58	\$1,552.79	\$3,447.21	31.1
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$496.00	\$1,553.26	\$1,446.74	51.8
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,393.33	\$7,479.06	\$13,520.94	35.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$128.04	\$4,988.98	\$3,011.02	62.4
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$162.99	\$500.65	\$999.35	33.4
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$87.33	\$712.67	10.9
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$738.36	\$1,332.90	(\$32.90)	102.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$12,580.50	\$13,419.50	48.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,213.34	\$11,779.27	\$18,220.73	39.3
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$6,588.48	\$31,819.63	\$43,180.37	42.4
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$159.25	\$687.45	\$912.55	43.0
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$481.50	\$2,318.70	\$3,081.30	42.9
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$4,387.45	\$26,033.82	\$32,566.18	44.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$99.95	\$330.75	(\$30.75)	110.3
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$2,191.84	\$8.16	99.6
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$265.30	\$315.30	\$36.05	\$429.09	(\$113.79)	136.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$3,979.86	\$23,874.81	\$88,522.19	21.2
Subtotal	\$498,192.00	\$28,458.30	\$526,650.30	\$29,864.33	\$142,194.62	\$384,455.68	27.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$195.00	\$611.24	\$32,938.76	1.8
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$19,584.75	\$49,264.70	\$103,894.52	32.2
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$738.99	\$6,267.60	\$18,732.40	25.1
4.53 NONPRINTED MATERIALS	\$81,000.00	(\$27,943.55)	\$53,056.45	\$3,528.02	\$14,074.87	\$38,981.58	26.5
Subtotal	\$289,550.00	(\$24,784.33)	\$264,765.67	\$24,046.76	\$70,218.41	\$194,547.26	26.5
Grand Total	\$2,266,675.00	\$3,694.67	\$2,270,369.67	\$168,559.08	\$818,233.43	\$1,452,136.24	36.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/16/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$20.70	Reimbursed for Vision Premium-Vis, Jan&Feb 2012, A/P #34 & 140
5/15/2012	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$21,193.00	Transfer per 5/14/12 Board Mtg Resolution
5/15/2012	100 OPERATING FUND	3.146 E-BOOKS SERVICES	\$7,000.00	Transfer per 5/14/12 Board Mtg Resolution
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund on Lost Bk Pd 2/8/12 & Found - A/P#175.
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$150.95	Refund on Lost Bk Pd 3/6/12 & Found - A/P#261
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on Lost Bk Pd 3/22/12 & Found - A/P#241
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on Lost Bk Pd 2/2/12 & Found - A/P#282
5/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	J. Warsing Reimbursed Lib in cash for Lost ILL Book, A/P #310 (IMPCL)
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.69	Refund on Lost Bk Pd 3/31/12& Found - A/P#380
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.37	Refund on Lost Bk Pd 1/26/12 & Found - A/P#347
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
5/10/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$17.99	K. Schara Reimbursed Lib in cash for Damaged DVD, A/P #295
5/15/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	(\$28,193.00)	Transfer per 5/14/12 Board Mtg Resolution
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,694.67
110.01	\$4.20

Voucher List

Jasper County Public Library

Report Date: From 5/1/2012 To 5/31/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	337	GREAT-WEST RETIREMENT S	5/10/2012	Annuity Withheld from 10 May 12 Payroll (Online Conf #WBQBPOZR)	\$1,340.00
0	338	INDIANA DEPARTMENT OF RE	5/18/2012	State & County Taxes w/held 10 May 12 Payroll, ref #051812 Verification #35	\$5,981.42
0	339	IRS USA TAXPAYMENT	5/11/2012	EFT-FICA & Federal Taxes w/held 10 May 12, Ref #95785292	\$10,422.30
0	340	JOSEPH ZELLON	5/10/2012	Courier Mileage-April 16-30, 2012 (Online Confirm #PBSBLVAS)	\$366.30
0	341	TOWN OF DEMOTTE	5/10/2012	Sewer Wastewater-DeM April 2012 (Confirmation #CBJBGON9)	\$69.80
0	342	TOWN OF WHEATFIELD	5/10/2012	May Sewer Wastewater Fee-Wh. Lib Confirmation #LBDBVOVA	\$56.65
0	343	PAYROLL	5/10/2012	PAYROLL	\$48,049.90
31277	344	4-COUNTY SUPPLY	5/14/2012	4-Sloan Toilet Repair Kits-Rens	\$79.16
31278	345	AARON'S LAWN CARE	5/14/2012	Lawn Mowing Services & Spring Yard Cleanup - 3/05-4/4/12	\$710.00
31279	346	ACE HARDWARE	5/14/2012	Door Kick-Stops, Paint, Toilet Seat Hinges	\$99.01
31280	347	ALICE KORNIK	5/14/2012	Refund on Found lost Pd book	\$13.37
0	348	ALLIANCE BANK	5/14/2012	Direct deposit fees-April	\$37.30
31281	349	ALLIED WASTE SERVICES #71	5/14/2012	Trash Pick-Up @ Whtfld, May	\$53.90
31282	350	ANGELA BARTON	5/14/2012	Mileage: Book Vendor Visits	\$48.84
31283	351	ANTHEM BLUE CROSS BLUE S	5/14/2012	19-Health/Dental Premiums-May	\$11,138.98
31284	352	ANTHEM LIFE	5/14/2012	Employee Life Ins Premiums-May	\$99.54
31285	353	BAKER & TAYLOR	5/14/2012	Books, Continuations, AV, Auto. Yours	\$10,620.67
31286	354	BAKER & TAYLOR ENTERTAIN	5/14/2012	DVDs	\$205.01
31287	355	BETH REASONER	5/14/2012	Mileage: Pre-School Visits, Outreach, Donation Letters	\$10.55
31288	356	BETTER CONTAINERS MFG. C	5/14/2012	'Love My Library' bookbags	\$124.16
31289	357	BLUETARP FINANCIAL, INC	5/14/2012	Paint & Painting supplies - Rens Lobby	\$53.97
31290	358	CAPITAL ONE BANK (USA), NA	5/14/2012	DVDs, Books, B2B Mtg Expenses, Staff Anniv Gift Cards, New Car Buying Guides, sales tax refunds, compact refrigerator, Survey Monkey, Livescribe pens	\$5,029.28
31291	359	CARDINAL OFFICE PRODUCT	5/14/2012	DeMotte Workroom Copier, qtlly maintenance contract	\$358.10
31292	360	CAROLYNN DeVRIES	5/14/2012	Mileage: Literacy Meeting	\$24.42
31293	361	CENTER POINT PUBLISHING	5/14/2012	Large Print Books	\$57.68
31294	362	CENTURYLINK	5/14/2012	Rens Local Phone Service-May	\$118.71
31295	363	CHICAGO TRIBUNE	5/14/2012	Wheatfield 6-month Daily Subscription thru 11/7/2012	\$195.00
31296	364	COMMUNITY MEDIA GROUP, I	5/14/2012	Rensselaer Republican subscription, DeMotte, 1 yr thru 5/31/2013	\$120.00
31297	365	COUNTRYSIDE LANDSCAPING	5/14/2012	Mulch & Trimming Shrubs/Bushes-DeM. Lib	\$1,148.00
31298	366	CRESTLINE SPECIALTIES CO,	5/14/2012	Imprinted Mugs, bracelets, umbrellas-Marketing	\$738.36
31299	367	CULLIGAN OF KOUTS	5/14/2012	Water Cooler Rental & Water-Whtfld - May	\$63.95
31300	368	D & S COMPUTER SERVICES	5/14/2012	2nd Qtr Advance Web Hosting Support	\$120.00
31301	369	DAVIDSON TITLES INC.	5/14/2012	Books	\$4,968.79
31302	370	DAVIS WATER SERVICES, INC	5/14/2012	Conditioner Salt for Tanin & Regular units-DeM. Lib.; Tanin unit rental, April-May-June	\$457.00
31303	371	DEMCO	5/14/2012	Magazine Binders - Rens & Whtfld	\$171.93
31304	372	DEX ONE	5/14/2012	Phone Directory listing, May-June-July	\$88.50
31305	373	DIANA KOOY	5/14/2012	Br. Mgr Counterparts Mtg expenses	\$33.56
31306	374	DUCKWALL-ALCO STORES, IN	5/14/2012	Spring Festival expenses-DeM. Lib.	\$26.63
31307	375	EBSCO Accounts Receivable	5/14/2012	Databases: Auto Repair Ref, Home Improvement Ref, Small Engine Repair Ref Center	\$3,500.00
31308	376	EMILY DURAN	5/14/2012	Mileage: AV Shopping trip	\$24.42

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31309	377	ENA SERVICES LLC	5/14/2012	Internet Access-April 2012	\$885.00
31310	378	FIRE STARTER PUBLISHING	5/14/2012	Books	\$92.10
31311	379	GALE	5/14/2012	Opposing Viewpoints, Legal Forms databases; Ency of Assoc & credit, books	\$4,038.64
31312	380	HARLEY TOMLINSON	5/14/2012	Refund on ret'd Lost Pd book	\$12.69
31313	381	HERITAGE OFFICE PRODUCT	5/14/2012	Magnetic Name Tag - Donna Z	\$11.50
31314	382	HP PRODUCTS CORP.	5/14/2012	Vacuum Repair parts-Rens; mophead, trash bags	\$194.64
31315	383	INTELLIGENT CLEANING SYST	5/14/2012	Latex Gloves, Deodorizers, paper towels	\$104.18
31316	384	KONE, INC.	5/14/2012	Elevator Mtnc, qtlly	\$370.80
31317	385	LINDA POORTENGA	5/14/2012	Mileage: Br. Counterparts, B2B, Lib Council Meetings; B2B books, pickle pins	\$122.87
31318	386	LINDA THOMPSON	5/14/2012	Mileage: Reference Counterparts	\$31.08
31319	387	DANIEL J. HETTINGER	5/14/2012	Rekeyed two locks - Wh Lib	\$120.00
31320	388	MANUFACTURERS' NEWS, IN	5/14/2012	IN Mfg Directory	\$147.45
31321	389	MARLENE BEEDLE	5/14/2012	Mileage: Literacy Comm Mtg	\$24.42
31322	390	NETWISE RESOURCES LLC	5/14/2012	Workroom copier qtlly mtnc contract-Rens	\$504.67
31323	391	NIPSCO	5/14/2012	Utilities-Wh. Lib, 3/30-5/2/12	\$1,993.32
31324	392	OFFICEWORKS	5/14/2012	Equa Pneumatic Cylinder for volunteer chair	\$19.20
31325	393	OLLIS BOOK CORPORATION	5/14/2012	Books	\$1,772.20
31326	394	PATTY STRINGFELLOW	5/14/2012	Mileage: WRIN publicity, Bd Mtg, NW IN Director's Mtg, Branch visits, Lib Council Mtg, carpooling	\$183.26
31327	395	PEGGY WOODS	5/14/2012	Mileage: bank deposits, Walmart purchases, Bk/DVD returns	\$10.71
31328	396	POSTMASTER	5/14/2012	Stamps: 100-\$.17; 100-\$.20; 100-\$.32; 100-\$.65; 100-\$.80; 100-\$.84; 100-\$.98; 100-\$1.00	\$496.00
31329	397	POST TRIBUNE PUBLISHING, I	5/14/2012	Whftld Lib Annual subscription, 5/27/12-5/25/13	\$195.00
31330	398	PRECISION CONTROL SYSTE	5/14/2012	D & R Preventative Mtnc (Jan-Mar); VAV 9 malfunctioning -replaced bad controller	\$3,540.20
31331	399	PROQUEST LLC	5/14/2012	Microfilm of Rens Republican, 9/1-12/31/11	\$78.37
31332	400	QUILL CORPORATION	5/14/2012	Post-its Dispenser & refills, Inker, Toner Cartridges, labels, envelopes, copy paper, tape, moistener	\$890.43
31333	401	RACHAEL CAVINDER	5/14/2012	Mileage: AV Shopping Trip, Mgmt Mtg, Nursery School Visit, Patron Survey Mtg.	\$71.04
31334	402	RAINBOW BOOKS	5/14/2012	Children Books	\$1,315.50
31335	403	RELIABLE EXTERMINATORS, I	5/14/2012	Exterior Perimeter Pest Control-Rens	\$152.00
31336	404	ROEING CORP.	5/14/2012	Astaro Mail Security (2 months) Support	\$184.00
31337	405	ROSEN PUBLISHING	5/14/2012	Children Books	\$826.50
31338	406	SCHOLASTIC LIBRARY PUBLIS	5/14/2012	Children Books	\$397.89
31339	407	SUE TOBIAS	5/14/2012	Mileage: Bank Deposits, SHRM Conference, Employee Orientation	\$52.17
31340	408	GAIL EVANS	5/14/2012	Mileage: Bank Deposit, Bd Mtg, Post Office, Mail Bd Packets, purchase cleaning products	\$88.80
31341	409	SUNRISE PACKAGING INC.	5/14/2012	White Album CD/DVD cases	\$299.42
31342	410	SVT, LLC	5/14/2012	Magazine, Book Buddies & Mgmt Mtg Expenses	\$46.26
31343	411	THE TIMES	5/14/2012	Newspaper Subscription, 1 yr through 5/19/13	\$221.00
31344	412	TRACY COCHRON	5/14/2012	Refund on Pd Lost Bk returned	\$9.99
31345	413	TRUGREEN CHEMLAWN	5/14/2012	Lawn Fertilization-Wh Lib; Applescab Treatment-DeM.	\$147.25
31346	414	UNIQUE MANAGEMENT SERVI	5/14/2012	Primary & Secondary Placements-March & April	\$449.99
31347	415	UPSTART	5/14/2012	Summer Reading Materials/Prizes/Shirts	\$693.85
31348	416	VISION SERVICE PLAN- (IN)	5/14/2012	19 Vision Premiums-May	\$209.20
31349	417	WAL-MART COMMUNITY/GEM	5/14/2012	DVDs, books, Annual Cell phone subscr, Ch Prog supplies, Author Visit expenses, Tuesday Movie expenses, Storytime Crafts, Bk Cleaning Wipes, Broom, Dust pan, measuring cup, air freshners, TB cleaners, dustmops, ant killer, disinfectants, swifter refills, soap, light bulbs lime-away, etc.	\$1,007.49
31350	418	WASTE MANAGEMENT	5/14/2012	Trash Pick-up @ DeM, May	\$60.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31351	419	AARON'S LAWN CARE	5/14/2012	Mowing, 4/10-4/27/12, R-D-W	\$525.00
31352	420	CENTURYLINK	5/14/2012	Telephone, Local Service - Wheatfield phones	\$53.24
31353	421	NIPSCO	5/14/2012	Utilities-DeM, 4/5-5/7/12	\$3,432.60
31354	422	OFFICE DEPOT	5/14/2012	Fax cartridges, CD/DVD Sleeves	\$58.04
0	423	ABC-CLIO, LLC	5/15/2012	Correct A/P #74 (per Bd Resolution 5/14/12)	\$0.00
0	424	CAPITAL ONE BANK (USA), NA	5/15/2012	Correct Appropriation # change on A/P #253 (per Bd Resolution 5/14/12)	\$0.00
0	425	LEARNINGEXPRESS, LLC	5/15/2012	Correct A/P #24 per Bd Resolution 5/14/12	\$0.00
0	426	PAYROLL	5/25/2012	PAYROLL	\$48,355.62
0	427	AFLAC	5/25/2012	Supplemental Ins. Premium May 2012 (Confirm #YBEBPORG)	\$209.48
0	428	CITY OF RENSSELAER	5/25/2012	Rens Utilities, 4/10-5/7/12 (Conf #KB8B8OUF)	\$2,721.80
0	429	GREAT-WEST RETIREMENT S	5/25/2012	Annuity Withheld from 25 May 12 Payroll (Online Conf #4BUBOODH)	\$1,340.00
0	430	IRS USA TAXPAYMENT	5/29/2012	EFT-FICA & Federal Taxes w/held 25 May 12 Payroll, Ref #42074218	\$10,523.48
0	431	JOSEPH ZELLON	5/25/2012	Courier Mileage, 5/1-15, 2012 (conf #OB6BIOUF)	\$366.30
0	432	JASPER COUNTY PUBLIC LIBR	5/29/2012	CD#400042716 Matured	\$750,000.00
Total Amount of Claims					\$946,482.30

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, June 01, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$946,482.30

Date this 11th day of June, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

May 31, 2012

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,711.31	\$14,920.64
DeMotte	\$874.17	\$4,697.18		
Rensselaer	\$1,087.64	\$6,467.32		
Wheatfield	\$749.50	\$3,756.14		
PHOTOCOPIES:			\$820.84	\$4,366.30
DeMotte	\$333.09	\$1,825.04		
Rensselaer	\$304.15	\$1,651.01		
Wheatfield	\$183.60	\$890.25		
INTEREST (Checking, Repurchase, CDs):.....			\$114.59	\$901.95
TAXES:			\$400,938.79	\$673,576.11
Property Tax	\$355,794.11	\$355,794.11		
LOIT		\$0.00		
License Excise Tax		\$0.00		
Financial Institution Tax		\$0.00		
CVET(Commercial Vehicle Excise)		\$0.00		
Local Option/Certified Shares	\$45,049.23	\$270,362.01		
Local Option/Property Tax Repl.	\$95.45	\$47,419.99		
TAXABLE SALES:-.....			\$11.68	\$131.94
REFUNDS:			\$242.23	\$67,291.43
Rebates/Refund	\$242.23	\$601.35		
Insurance Claims/Reimbursements	\$0.00	\$10,292.22		
Meeting Room Rental	\$0.00	\$350.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$16.58		
Interfund Transfer	\$0.00	\$56,031.28		
TOTAL OPERATING FUND RECEIPTS.....			\$404,839.44	\$761,188.37
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,571.39	\$6,861.92
DeMotte	\$200.00	\$1,464.15		
Rensselaer	\$1,120.39	\$3,895.26		
Wheatfield	\$251.00	\$1,502.51		
LIB. IMPROV. RESERVE FUND:			\$40.23	\$261.04
Interest Earned	\$40.23	\$261.04		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$18,348.44	\$34,776.87	\$53,125.31
Property Tax	\$34,776.87	\$34,776.87		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$18,348.44		
RAINY DAY FUND:		\$0.00	\$3,407.19	\$3,407.19
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$3,407.19	\$3,407.19		
STATE TECHNOLOGY FUND GRANT FUND:-.....		0	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$15,297.61	\$6,872.96	\$22,170.57
Interest Earned	\$6,872.96	\$7,098.12		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$15,072.45		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$9,387.77	\$9,387.77
SALES TAX:.....			\$0.81	\$40.05
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$460,896.66	\$856,442.22

WITHHOLDING ACCOUNT FUNDS:

			\$28,534.47	\$140,300.66
FIT Tax Collected	\$8,568.74	\$41,582.90		
FICA Collected	\$5,257.94	\$25,911.64		
State Tax Collected	\$3,503.66	\$17,205.20		
County Tax Collected	\$2,644.15	\$12,937.07		
Deferred Comp Plan	\$2,680.00	\$13,370.00		
Pre-tax Insurance Plans	\$3,346.11	\$16,730.55		
Life Insurance	\$135.16	\$684.80		
PERF	\$2,398.71	\$11,878.50		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$489,431.13	\$996,742.88

Voucher List**Jasper County Public Library****Report Date: From 6/1/2012 To 6/21/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	433	GREAT-WEST RETIREMENT S	6/8/2012	Annuity Withheld from 8 June 12 Payroll (Online Conf #HBSBPOML)	\$1,340.00
0	434	INDIANA DEPARTMENT OF RE	6/20/2012	State & County Taxes w/held 20 June 12 Payroll, ref #53277 Verification #33	\$6,147.81
0	435	IRS USA TAXPAYMENT	6/11/2012	EFT-FICA & Federal Taxes w/held 8 June 12 Payroll, Ref #20358847	\$10,957.15
0	436	JOSEPH ZELLON	6/8/2012	Courier Mileage, 5/16-31, 2012 (conf #XBQB8OFZ)	\$403.49
0	437	PAYROLL	6/8/2012	PAYROLL	\$50,091.86
31355	438	4 IMPRINT	6/11/2012	FM Auto-Scan Radios w/ Clip-Summer Reading	\$1,333.92
31356	439	AARON'S LAWN CARE	6/11/2012	Mowing, Pruning and Edging 5/1-5/22/12 DeM, Ren, & Wh	\$850.00
0	440	ALLIANCE BANK	6/11/2012	Direct deposit fees-May	\$37.30
31357	441	ALLIED WASTE SERVICES #71	6/11/2012	Trash Pick-Up @ Whtfld, June	\$53.90
31358	442	ALLSTATE SIGN & PLAQUE CO	6/11/2012	5-10"x14" State Mandated Smoking Signs and Posts	\$325.24
31359	443	ANGELA BARTON	6/11/2012	Mileage: Books to Bridge, High School(Summer Rdg Flyers)	\$79.92
31360	444	ANTHEM BLUE CROSS BLUE S	6/11/2012	19-Health/Dental Premiums-June	\$11,138.98
31361	445	ANTHEM LIFE	6/11/2012	Employee Life Ins Premiums-June	\$99.54
31362	446	AUDIOCRAFT PUBLISHING, IN	6/11/2012	CD	\$7.76
31363	447	BAKER & TAYLOR	6/11/2012	Books, Continuations, AV, Auto. Yours	\$11,084.40
31364	448	BAKER & TAYLOR ENTERTAIN	6/11/2012	DVDs	\$703.55
31365	449	BATA PUBLISHING	6/11/2012	Indiana High School Hoops History Book	\$67.95
31366	450	BETH REASONER	6/11/2012	Mileage: Preschool Outreach Visits	\$5.50
31367	451	BLUETARP FINANCIAL, INC	6/11/2012	Corner Braces, Screws, Paint, Roller, Paint Tray, Paint Brush, Primer	\$77.09
31368	452	CAMPBELL PRINTING COMPA	6/11/2012	Envelopes	\$101.19
31369	453	CAPITAL ONE BANK (USA), NA	6/11/2012	Anniversary Gift Cards, Budget Wksp Expenses, SHRM Wksp, Mgmt Mtg Expenses, B2B Expenses, Summer Rdg Prizes, Books, Summer Reading Expenses, Children's Supplies	\$720.97
31370	454	CAROLYNN DeVRIES	6/11/2012	Mileage: Summer Reading Shopping	\$37.74
31371	455	CENTER POINT PUBLISHING	6/11/2012	Large Print Books	\$30.28
31372	456	CHRISTINE MARIE WIDUGER	6/11/2012	Summer Reading Program	\$180.00
31373	457	CHRISTOPHER KLOCEK	6/11/2012	Summer Reading Program	\$825.00
31374	458	CPP FILTER CORPORATION	6/11/2012	Air Handler Filters (Rens & DeM)	\$513.20
31375	459	CULLIGAN OF KOUTS	6/11/2012	Water Cooler Rental & Water-Whtfld - June	\$63.95
31376	460	DAVIDSON TITLES INC.	6/11/2012	Books	\$59.63
31377	461	DIANA KOOY	6/11/2012	Mileage: B2B, Book Salesman, Drop Water Sample Off	\$98.79
31378	462	EMILY MYERS	6/11/2012	Returned Lost Book	\$16.99
31379	463	ENA SERVICES LLC	6/11/2012	Internet Access-May 2012	\$885.00
31380	464	FAEGRE BAKER & DANIELS, L	6/11/2012	Legal Assistance on social media policy and handbook policy	\$944.00
31381	465	FLEX-PAC INC	6/11/2012	Facial Tissue, Paper Towels, Urinal Block	\$331.38
31382	466	GAIL EVANS	6/11/2012	Cleaning Supplies Mileage: Pick Up Property Ck, Deliver Bd Packets, Deposits, Budget Wksp, Pick up Cleaning Supplies	\$187.02
31383	467	GALE	6/11/2012	Books	\$1,143.30
31384	468	THE GROOVE CLUB	6/11/2012	Summer Reading Program	\$633.00
31385	469	INDIANA WILD	6/11/2012	Summer Reading Program	\$550.00
31386	470	INDIANA STATE LIBRARY	6/11/2012	Info Express Delivery Services, 7/1/2012-6/30/2013 (2 day/wk)	\$525.00
31387	471	INTELLIGENT CLEANING SYST	6/11/2012	Toilet Paper, MultiFold Towels, Roll Towels	\$270.99
31388	472	JASPER COUNTY HOSPITAL	6/11/2012	Coliform Testing-DeM.	\$20.00

Printed on Monday, June 11, 2012

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31389	473	JASPER CO. VETERANS COU	6/11/2012	2 U.S. Flags & 1 Indiana Flag	\$100.00
31390	474	KAY BLANKENSHIP	6/11/2012	Reimbursement for a lost book	\$17.99
31391	475	KIRBY RISK CORPORATION	6/11/2012	Electronic Ballasts	\$137.10
31392	476	KOLORTECH, INC.	6/11/2012	Flourescent Tubes, Small Spot Light Bulbs	\$450.50
31393	477	LINDA POORTENGA	6/11/2012	Positivity Pins Mileage:Foundation Grant Dinner, Chamber Mtg, Mgmt Mtg	\$53.15
31394	478	MAGAZINE SUBSCRIPTION SE	6/11/2012	Annual Sept, Oct, Nov, and Dec Magazine Subscriptions	\$4,371.85
31395	479	MARK WILKINS	6/11/2012	Teen Summer Reading Program	\$300.00
31396	480	MIDWEST TAPE	6/11/2012	DVDs, Audio Sleeves	\$503.52
31397	481	NIPSCO	6/11/2012	Utilities-Wh. Lib, 5/4/12-6/1/12	\$2,098.88
31398	482	OLLIS BOOK CORPORATION	6/11/2012	Books	\$1,225.75
31399	483	PATTY STRINGFELLOW	6/11/2012	Mileage: Gateway Training, SET Mtg	\$52.73
31400	484	POINT OF SALE	6/11/2012	Receipt Paper Rolls	\$110.75
31401	485	PRECISION CONTROL SYSTE	6/11/2012	D & R Preventative Mtnc (April-May-June) 2012	\$1,955.00
31402	486	PROQUEST LLC	6/11/2012	Microfilm of KV Post 1/1/11-12/31/11	\$279.56
31403	487	QUILL CORPORATION	6/11/2012	Correction Ribbon, White Out, Sharpie Markers, Bic Pens, Avery Markers	\$59.37
31404	488	RACHAEL CAVINDER	6/11/2012	Mileage: ILF Mtg, Mgmt Mtg, Summer Reading Visit, Scholastic Warehouse Shopping, Supply Shopping	\$118.77
31405	489	RELIANCE LABEL SOLUTIONS,	6/11/2012	Barcode Labels	\$622.29
31406	490	ROTARY CLUB of RENSSELAE	6/11/2012	March/April Club Expenses-Director	\$88.00
31407	491	ROEING CORP.	6/11/2012	Astaro 220- web security/support	\$6,075.00
31408	492	SARAH SCROGGINS	6/11/2012	Reimbursement for lost book	\$5.95
31409	493	SCHOLASTIC LIBRARY PUBLIS	6/11/2012	Books and summer reading prizes	\$995.70
31410	494	SIGNS BY DAVE	6/11/2012	1 State Mandated Smoking Sign and Posts	\$185.00
31411	495	STUDIO INDIANA	6/11/2012	Books	\$120.00
31412	496	SUE TOBIAS	6/11/2012	Mileage: Deposit, SHRM Mtg	\$49.28
31413	497	SUNRISE PACKAGING INC.	6/11/2012	White Album CD/DVD cases	\$331.08
31414	498	SVT, LLC	6/11/2012	Ice Cream Social Expenses	\$16.48
31415	499	TOWN OF DEMOTTE	6/11/2012	Sewer Wastewater-DeM May 2012	\$69.80
31416	500	TOWN OF WHEATFIELD	6/11/2012	June Sewer Wastewater Fee-Wh. Lib	\$56.65
31417	501	THE LIBRARY CORPORATION	6/11/2012	Reports Manager Renewal July 2012 - June 2013	\$300.00
31418	502	TRUGREEN CHEMLAWN	6/11/2012	Applescab Treatment-DeM.	\$56.25
31419	503	ULINE	6/11/2012	CD Cases	\$232.87
31420	504	VISION SERVICE PLAN- (IN)	6/11/2012	19 Vision Premiums-June	\$209.20
31421	505	WAL-MART COMMUNITY/GEM	6/11/2012	USB sticks, Summer Reading Prizes and Expenses, Tuesday Movie Expenses, Batteries, DVDs, Books	\$3,171.45
31422	506	WASTE MANAGEMENT	6/11/2012	Trash Pick-up @ DeM, June	\$60.50
31423	507	WORLD BOOK INC.	6/11/2012	World Book Online Reference	\$995.00
31424	508	YVONNE DEL VECCHIO	6/11/2012	Books, Mileage: Walking Books, Project Events	\$90.12
31425	509	AMERICAN CORPORATE SER	6/11/2012	Drawer Dividers	\$321.80
31426	510	POST TRIBUNE PUBLISHING, I	6/11/2012	DeM. Annual Newspaper Subscription, 6/23/12-6/21/13	\$195.00
31427	511	CENTURYLINK	6/11/2012	Local Phones-June 2012	\$118.50
31428	512	NIPSCO	6/11/2012	DeMotte Utilities, 5/7-6/6/12	\$3,179.87

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$132,323.50

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 11, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$132,323.50

Date this 11th day of June, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

July

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 9, 2012, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of June Board Meeting
Bills/Financial Reports
Policy Review (R 10, R 12, R 15)
Workshop Request (R 15)

General Business

Tim Schultz-Oath of Office (R 15)	Action
DeMotte Touch of Dutch Festival (R 15)	Action
Reciprocal Borrowing Agreement with (R 16)	
Kentland-Jefferson Township Public Library	Action

Director's Report (R 15-R 18)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

June 11, 2012
Rensselaer Library

Present: Jody Melton, Mari Anne Sayler, Janelle Harper, Natalie Waling, Deana George, Patricia Stringfellow, & Melissa Widner

Absent: Timothy Schultz Jr., Janet Umlauf

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items, May Board Meeting Minutes, bills/financial reports, Non-Resident Borrowing Fee increase to \$70, Internet Use & Safety Policy and Social Media Policy revisions, and workshop request were approved on a motion by J. Melton, seconded by D. George. Motion passed.

Annual Report of Webmaster : Webmaster, Melissa Widner, presented an informative annual report to the Board. Our new website launched at the end of 2011. We typically garner 50-80 hits per day with library catalog, patron accounts, and our events page being the most frequent stops. In April we did do a trial run of a mobile site. Since May Summer Reading has been a big focus. We have added some library genealogy records so that people can access easily online. Obituary database through 1939 is now available. Our website includes a book/reader's advisory tool, Staff Suggests. A more kid friendly interface is under construction for children, featuring bigger buttons and less text for our youngest users. Our library newsletter can now be received through email when patrons sign up for the service. The Board was impressed with the amount of information that is available through our website and expressed appreciation to Melissa for all of her hard work with the website.

DeMotte Library Pool Party: In the past DeMotte's Parks Board has given the DeMotte Library 25 pool passes as prizes for the library's summer reading program. When the library approached the Parks Board seeking pool passes for prizes this year, the Parks Board indicated that instead of offering free passes, they would prefer that the library hold a pool party at the DeMotte pool at the conclusion of the summer reading program. This would be at no cost to the library. The Parks Board has indicated that in the past they think the free passes were duplicated, allowing more to use the pool than they intended and that people who hadn't earned the prizes were redeeming the prizes. Because this type of event is a bigger exposure for the library in terms of liability, our insurance agent has advised the use of waivers to be signed by parents for all those attending, indicating that the library is not responsible in the event of an accident. On a motion by M. Sayler, seconded by J. Melton, the Board unanimously approved DeMotte Library holding a pool party and the use of waivers as advised by our insurance agent. P. Stringfellow will locate a suitable waiver.

Director's Report: We will be seeking quotes for investment of public funds in certificates of deposit this week. We will contact the treasurer or assistant treasurer when we are ready to invest.

P. Stringfellow did follow up with Reverend Bormann of the Christian Church in regard to the letter the library sent in April seeking acknowledgement of the informal arrangement between the library and the church for the use of the church parking lot during peak times when the library parking lot is overflowing. The letter has not yet been presented to the church Trustees as Reverend Bormann is currently out of state on active duty. He plans to present the letter to the Trustees upon his return.

Earlier this year the library did obtain a quote for installing new ground lights at the Rensselaer Library to illuminate the flag at night. Currently one light is burned out. Before proceeding with installation of new ground lights, P. Stringfellow contacted Andy Andree as to the possibility of using solar lights to

illuminate the flag, using technology that might be affixed to the flagpole. It is hoped that a solar solution would be less costly and be longer serving than ground lights that often malfunction due to ground water. The library is awaiting this quote.

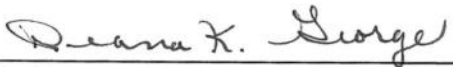
We did receive a tax impact statement from Umbaugh & Associates regarding creation of the Jasper County Economic Development Area. The library will not be impacted negatively from this development.

We have hired Rayann Gilmore as our new Business Manager for Jasper County Public Library. Rayann is an eight-year employee of JCPL, currently serving as a Library Assistant in the Rensselaer Public Service department. Rayann has two years of college in the area of Business Management. She has 5 1/2 years experience in business management as owner/operator of two small businesses. She has experience in bookkeeping, accounts payable/receivable, purchasing and inventory, building management/maintenance, payroll (including withholding and unemployment taxes), communicating with multiple vendors, hiring/evaluating/scheduling employees, maintaining employee records, and end-of-year taxes. She will begin her new position on July 16, training for the remainder of the year with our current Business Manager, Gail Evans, who will retire on December 30, 2012.

In the absence of the Library Board Secretary, N. Waling did read a thank you note from Wheatfield Branch Manager Diana Kooy who thanked the Board for recognizing her 25th employment anniversary with a gift card. Gift cards are purchased with gift funds designated for staff recognition.

Future Agendas: Update on Flag Pole Lighting; N. Waling did comment on the need for lawn watering and weed pulling in landscaped areas at the Rensselaer Library.

Adjournment: With no further matters for discussion M. Sayler moved to adjourn at 6:50 PM.



D. George, Secretary Pro-tem



Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
June 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	71	0	0	71
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	75	1	0	76
Award Winning non-fiction (DAWNF)	4	0	0	4
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	45	0	1	46
Blu-Ray (DBR)	81	0	0	81
Books on CD (DBKCD)	156	2	0	158
Books on Tape (DBKT)	2	1	0	3
Compact Disc (DCD)	544	5	9	558
Digital Audiobooks (DDA)	2	3	0	5
DVD (DDVD)	2131	18	8	2157
Equipment (DEQP)	77	0	1	78
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	60	0	0	60
Fiction (DFIC)	949	21	9	979
Fiction Fantasy (DFICF)	22	1	1	24
Fiction Mystery (DFICM)	129	5	1	135
Fiction New (DFICNEW)	525	17	16	558
Fiction Science Fiction (DFICSF)	17	0	0	17
Fiction Western (DFICW)	21	1	0	22
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	211	2	3	216
Hanging Bags (DHANG)	79	0	0	79
ILL (DILL)	40	2	0	42
Internet (DINTER)	1067	0	0	1067
Juv. Audio book (DJAUDB)	40	0	0	40
Juv. Biography (DJBIO)	106	0	0	106
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	37	1	1	39
Juvenile Easy (DJE)	1142	13	15	1170
Juv. Easy Non-fiction (DJENF)	155	3	0	158
Juv. Easy Reader (DJER)	1210	5	0	1215
Juv. Fiction (DJFIC)	1155	7	18	1180
Juv. Holiday books (DJHOL)	43	0	0	43
Juv. Magazine (DJMAG)	170	1	0	171
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	815	7	6	828
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	217	1	0	218

Large Print Fiction (DLPF)	180	5	0	185
Large Print Nonfic (DLPNF)	9	2	1	12
Magazine (DMAG)	836	0	18	854
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	0	0	6
Nonfiction 100 (DNF100)	20	3	1	24
Nonfiction 200 (DNF200)	39	4	1	44
Nonfiction 300 (DNF300)	44	3	1	48
Nonfiction 400 (DNF400)	10	0	0	10
Nonfiction 500 (DNF500)	29	0	3	32
Nonfiction 600 (DNF600)	182	20	8	210
Nonfiction 700 (DNF700)	65	6	0	71
Nonfiction 800 (DNF800)	34	0	2	36
Nonfiction 900 (DNF900)	75	6	1	82
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	73	1	3	77
Nonfiction (DNFIC)	2	0	0	2
Nonfiction New (DNFNEW)	166	4	4	174
Nonfiction VHS (DNFVHS)	4	0	0	4
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	6	0	0	6
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	40	1	0	41
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	109	0	0	109
YA Audio book (DYAUDB)	6	1	0	7
YA Biography (DYAB)	5	0	0	5
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	345	4	12	361
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	23	0	0	23
YA Paperback Fic (DYAPBF)	1	0	0	1
Storage (DZSTO)	5	0	0	5
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	8	50	1	59
Blu-Ray (RBR)	0	104	0	104
Books on CD (RBKCD)	11	189	6	206
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	292	6	303
Digital Audiobooks (RDA)	1	12	0	13
DVD (RDVD)	8	3536	6	3550
Equipment (REQP)	0	86	0	86
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	67	0	67
Fiction (RFIC)	30	658	12	700
Fiction New (RFICNEW)	24	469	8	501

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	191	6	198
Hanging Bag (RHANG)	0	22	0	22
ILL (RILL)	2	39	0	41
Internet (RINTER)	0	2113	0	2113
Juv. Audio book (RJAUDB)	0	17	1	18
Juv. Biography (RJBIO)	1	32	0	33
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	42	0	42
Juvenile Easy (RJE)	13	915	2	930
Juv. Easy Non-fiction (RJENF)	0	149	2	151
Juv. Easy Reader (RJER)	0	555	0	555
Juv. Fiction (RJFIC)	23	725	10	758
Juv. Magazine (RJMAG)	0	28	0	28
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	562	4	573
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTO)	3	127	0	130
Large Print Fiction (RLPF)	9	224	1	234
Large Print Nonfic (RLPNF)	2	10	0	12
Magazine (RMAG)	0	530	0	530
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	12	2	14
Non-Fiction 100 (RNF100)	1	34	1	36
Non-Fiction 200 (RNF200)	1	25	0	26
Non-Fiction 300 (RNF300)	0	67	5	72
Non-Fiction 400 (RNF400)	0	23	0	23
Non-Fiction 500 (RNF500)	1	33	2	36
Non-Fiction 600 (RNF600)	12	295	11	318
Non-Fiction 700 (RNF700)	2	78	3	83
Non-Fiction 800 (RNF800)	5	19	1	25
Non-Fiction 900 (RNF900)	6	68	4	78
Nonfiction Blu-Ray (RNFB)	0	12	4	16
Nonfiction DVD (RNFDVD)	2	218	3	223
Nonfiction (RNFI)	0	2	0	2
Nonfiction new (RNFNEW)	12	257	7	276
Nonfiction VHS (RNFVHS)	1	7	1	9
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	15	0	15
Software (RSWAR)	4	61	0	65
Vertical File (RVF)	0	4	0	4
VHS (RVHS)	0	1	0	1
YA Audio book (RYAUDB)	0	18	1	19
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	22	263	20	305
YA Music CD (RYACD)	3	146	0	149
YA Nonfiction (RYANF)	0	24	3	27
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	18	19
Blu-Ray (WBR)	0	0	118	118
Books on CD (WBKCD)	10	12	200	222
Books on Tape (WBKT)	2	1	6	9
Compact Disc (WCD)	10	22	264	296
Digital Audiobooks (WDA)	0	1	2	3
DVD (WDVD)	12	26	2129	2167
Equipment (WEQP)	0	0	28	28
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	49	49
Fiction (WFIC)	37	28	316	381
Fiction Fantasy (WFICF)	3	0	13	16
Fiction Mystery (WFICM)	3	8	96	107
Fiction New (WFICNEW)	43	23	286	352
Fiction Science Fiction (WFICSF)	0	0	10	10
Fiction Western (WFICW)	1	1	8	10
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	75	76
Hanging Bags (WHANG)	0	0	11	11
ILL (WILL)	0	1	24	25
Internet (WINTER)	0	0	663	663
Juv. Audio book (WJAUDB)	0	1	11	12
Juv. Biography (WJBIO)	0	0	25	25
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	4	10	14
Juvenile Easy (WJE)	10	13	706	729
Juv. Easy Non-fiction (WJENF)	1	1	145	147
Juv. Easy Reader (WJER)	0	1	751	752
Juv. Fiction (WJFIC)	29	9	926	964
Juv. Magazine (WJMAG)	0	0	35	35
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	7	389	401
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	0	120	123
Large Print Fiction (WLFPF)	7	12	104	123
Large Print Nonfic (WLPNF)	0	2	12	14
Magazine (WMAG)	9	1	368	378
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	0	1	6	7
Non-Fiction 200 (WNF200)	1	4	23	28
Non-Fiction 300 (WNF300)	0	2	29	31
Non-Fiction 400 (WNF400)	0	0	2	2

Non-Fiction 500 (WNF500)	0	2	20	22
Non-Fiction 600 (WNF600)	7	10	127	144
Non-Fiction 700 (WNF700)	7	3	60	70
Non-Fiction 800 (WNF800)	2	0	7	9
Non-Fiction 900 (WNF900)	5	1	38	44
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	2	4	96	102
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	17	7	65	89
Nonfiction VHS (WNFVHS)	0	0	2	2
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	2	4	58	64
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	36	36
YA Audio book (WYAUDB)	0	0	8	8
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	0	2	12	14
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	20	353	384
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	4	0	33	37
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	14191	13843	9184	37218

CIRCULATION BY HOLDINGS CODE
June 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	71	0	0	71
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	75	1	0	76
Award Winning non-fiction (AWNf)	4	0	0	4
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	54	50	20	124
Blu-Ray (BR)	83	116	124	323
Books on CD (BKCD)	177	203	206	586
Books on Tape (BKT)	4	2	6	12
Compact Disc (CD)	559	319	279	1157
Digital Audiobooks (DA)	3	16	2	21
DVD (DVD)	2151	3580	2143	7874
Equipment (EQP)	77	86	29	192
See librarian (ERR)	0	0	0	0

Express Book (EXP)	60	67	49	176
Fiction (FIC)	1016	707	337	2060
Fiction Fantasy (FICF)	25	1	14	40
Fiction Mystery (FICM)	132	13	97	242
Fiction New (FICNEW)	592	509	310	1411
Fiction Science Fiction (FICSF)	17	0	10	27
Fiction Western (FICW)	22	2	8	32
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	212	194	84	490
Hanging Bags (HANG)	79	22	11	112
ILL (ILL)	42	42	24	108
Internet (INTR)	1067	2113	663	3843
Juv. Audio book (JAUDB)	40	18	12	70
Juv. Biography (JBIO)	107	32	25	164
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	37	47	11	95
Juvenile Easy (JE)	1165	941	723	2829
Juv. Easy Non-Fiction (JENF)	156	153	147	456
Juv. Easy Reader (JER)	1210	561	751	2522
Juv. Fiction (JFIC)	1207	741	954	2902
Juv. Holiday (JHOL)	43	0	0	43
Juv. Magazine (JMAG)	170	29	35	234
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	827	576	399	1802
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	1	0	2
Juv. Toddler (JTOD)	223	128	120	471
Large Print Fiction (LPF)	196	241	105	542
Large Print Nonfic (LPNF)	11	14	13	38
Magazine (MAG)	845	531	386	1762
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	12	7	25
Non-Fiction 100 (NF100)	21	38	8	67
Non-Fiction 200 (NF200)	41	33	24	98
Non-Fiction 300 (NF300)	44	72	35	151
Non-Fiction 400 (NF400)	10	23	2	35
Non-Fiction 500 (NF500)	30	35	25	90
Non-Fiction 600 (NF600)	201	325	146	672
Non-Fiction 700 (NF700)	74	87	63	224
Non-Fiction 800 (NF800)	41	19	10	70
Non-Fiction 900 (NF900)	86	75	43	204
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	77	223	102	402
Nonfiction (NFIC)	2	2	2	6
Nonfiction New (NFNEW)	195	268	76	539
Nonfiction VHS (NFVH)	5	7	3	15
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	6	0	0	6

Reference (REF)	60	50	36	146
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	15	0	20
Software (SWAR)	46	66	58	170
Vertical File (VF)	2	4	2	8
VHS	109	1	36	146
YA Audio book (YAUDB)	6	19	9	34
YA Biography (YAB)	5	1	2	8
YA Books on CD (YABKCD)	0	2	12	14
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	378	287	385	1050
YA Music CD (YACD)	6	146	0	152
YA Nonfiction (YANF)	27	24	36	87
YA Paperback Fic (YAPBF)	1	0	0	1
Storage (ZSTO)	5	1	1	7
				0
Free reads	514	423	211	1148
Games/Puzzles	18	53	0	71
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	14783	14368	9431	38582

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2579	1964	1142	5685
Nonfiction	924	1161	534	2619
CHILDREN'S BOOKS				
Fiction	3951	2372	2548	8871
Nonfiction	1144	762	571	2477
YA BOOKS				
Fiction	592	481	469	1542
Nonfiction	32	25	38	95
Magazines, Adult	845	531	386	1762
Magazines, Children	170	29	35	234
Sound Recordings, adult	749	561	514	1824
Sound Recordings, ch	162	233	34	429
Online databases	0	0	0	0
Software	46	66	58	170
Vertical file	2	4	2	8
VHS/DVD/Blu-Ray	2425	3927	2408	8760
Equipment	77	86	29	192
Total	13698	12202	8768	34668
A-V Circulation	3382	4787	3014	11183
A-V Circulation as % of total	24.7%	39.2%	34.4%	32.3%

June 2012

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	

Fiction	101	0	2,579	81	1	1,964	97	2	1,142	5,685
Nonfiction	53	2	924	138	63	1,161	57	3	534	2,619

Fiction	38	0	3,951	96	1	2,372	78	1	2,548	8,871
Nonfiction	86	0	1,144	88	2	762	23	0	571	2,477

Fiction	6	0	592	47	1	481	25	0	469	1,542
Nonfiction	0	0	32	3	0	25	6	0	38	95

Magazines,Adult	845	531	386	1.762
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Magazines, Child	170	29	35	234
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Games, Toys	0
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Sound Rec/Adult	19	1	749	4	0	561	36	0	514	1.824
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Sound Rec/Child	3	1	162	20	0	233	9	0	34	429
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Online Databases	0	1	0	0	0	0	0	0	0	0
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Software	0	0	46	5	1	66	0	0	58	170
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Vertical Files	0	18	2	0	116	4	0	0	2	8
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VHS/DVD/BluRay	33	1	2.425	72	5	3.927	9	1	2.408	8.760
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Equipment	77	86	29	192
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TOTAL	339	6	13,698	554	74	12,202	340	7	8,768	34,668
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[illegible]

WHEATFIELD

Total Materials Owned	75,586	66,306	49,381
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Circulation Increase/Decrease	8.2%	0.2%	-0.3%
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[illegible]

% change

Current month's Circulation	33,639	34,668	3.1%
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Jan. to date circulation	157,311	161,427	2.6%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes
21,557	21,658	12,386	12,466	13,368	13,463
19,345	19,396	20,458	20,533	9,736	9,790
ADULT BOOKS					
					Fiction
					Nonfiction
CHILDREN'S BKS					
13,946	13,984	12,250	12,345	10,300	10,377 Fiction
9,408	9,494	6,592	6,678	5,588	5,611 Nonfiction
YA BOOKS					
2,138	2,144	2,696	2,742	2,119	2,144 Fiction
539	539	727	730	115	121 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,080	3,098	3,668	3,672	3,544	3,580 Sound Rec/Adult
717	719	453	473	755	764 Sound Rec/Child
19	18	29	29	7	7 Online Databases
378	378	356	360	181	181 Software
3	-15			4	4 Vertical Files
4,023	4,055	6,049	6,116	3,274	3,282 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
75,271	75,586	65,826	66,306	49,048	49,381 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June 2012

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	157	34	201	44	316	68	674	146
LOCAL HISTORY								
In person	4	1	5	1	0	0	9	3
Letters written	2	2	5	5	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1067	44	2113	88	663	28	3843	160
Internet use-Wireless	352		486		284		1122	
Computer software used	123	10	139	12	57	5	319	27
VCR Use	1	0	0	0	0	0	1	0
Microforms	5	1	3	0		0	8	1
CD ROM/Online databases	165	14	622	52	118	10	905	75
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	30	30	12	8	0	0	42	28
Notarized documents	10	3	6	2	3	1	19	5
Meeting Room Use (no. of group)	34	11	39	13	36	12	109	36
Study room use	17	1	14	1	14	1	45	4
Proctoring	4	2	3	2	3	2	10	5
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							420	
IN-HOUSE USE ITEMS	77		512		169		758	
SELF-CHECKOUT USE	500		1381		994		2875	
INTERLIBRARY LOANS								
Requests made for:	65	16	51	13	35	9	151	38
Items rec'd for:	60	30	49	25	36	18	145	73
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8558	8667	5001	22226
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	402	447	102	951
Number of New Patrons Added	73	47	52	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	5	30	7	42	9	54	21	126
Number attending	478		424		475		1377	
YA Programs (14-17)	5	30	2	12	4	24	11	66
Number attending	145		74		139		358	
Adult Programs	4	24	3	18	0	0	7	42
Number attending	201		121		6		328	
Senior Citizen Programs	6	36	4	24	3	18	13	78
Number attending	154		34		11		199	
Total Number of Programs	20	120	16	96	16	96	52	312
Total Persons Attending	978		653		631		2262	
Total Attending Same Month Last Yr.	718		1045		568		2331	
Total Staff Hours Spent		320		360		249		919
Total Number of In-House Program	18		16		16		50	
Total Attendance	843		653		631		2127	
Total Number of Outreach Program	2		0		0		2	
Total Attendance	135		0		0		135	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8717	63.8%	7779	63.7%	4956	56.8%	21452	62.0%
Corporate	0	0.0%	185	1.5%	0	0.0%	185	0.5%
Juvenile 0-11	399	2.9%	381	3.1%	246	2.8%	1026	3.0%
Juvenile-AV	3005	22.0%	1749	14.3%	2177	24.9%	6931	20.0%
Nonresident No Fee	0	0.0%	34	0.3%	13	0.1%	47	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	410	3.0%	478	3.9%	197	2.3%	1085	3.1%
Reciprocal Juvenile	27	0.2%	0	0.0%	0	0.0%	27	0.1%
Reciprocal Juvenile AV	40	0.3%	30	0.2%	49	0.6%	119	0.3%
Reciprocal YA	0	0.0%	22	0.2%	0	0.0%	22	0.1%
Reciprocal YA AV	1	0.0%	0	0.0%	0	0.0%	1	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	15	0.1%	0	0.0%	15	0.0%
Staff	535	3.9%	825	6.8%	562	6.4%	1922	5.6%
Walking books	55	0.4%	32	0.3%	0	0.0%	87	0.3%
YA 12-17	130	1.0%	159	1.3%	65	0.7%	354	3.8%
YA-AV	337	2.5%	517	4.2%	467	5.3%	1321	3.8%
Total	13656		12206		8732		34594	
All items borrowed by nonresidents	478	3.5%	579	4.7%	259	3.0%	1316	3.8%

**Salary Ordinance 2012
Updated 7/9/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Rebecca Capehart	Clerk	\$9.53	7/9/12	12	R
Rayann Gilmore	Business Manager	\$16.49	7/16/12	40	R

Rebecca Capehart has been promoted from page to clerk, replacing Stephanie Shields who resigned. Stephanie recently graduated from college and took a new job in her field of study. Rayann Gilmore has been hired as Business Manager. She will replace Gail Evans who will retire effective 12/30/12. Rayann will be training alongside Gail for the remainder of the year.

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 7/9/12.

Deana K. George

Janet Unluy

Maxi Anne Sayler

Shelli R. Harper

Jody McElroy

Natalie A. Worling

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges allow reciprocal borrowers to borrow all materials which are available to residents of the JCPL service area.

PC's: PC's providing public access to the Internet, research resources, spreadsheet and word processing software and to the library catalog will be available to reciprocal borrowers.

Interlibrary/intralibrary loan: We will *intralibrary* loan (within the JCPL system) for reciprocal borrowers. For *interlibrary* loans from other **library systems** libraries, reciprocal borrowers must go to their own library.

Adopted 6/96; revised 7/12

Circulating Software Policy

Selection criteria:

- The software must have a good recommendation from a reputable source.
- We will purchase a variety of informational, educational and recreational software.
- Only items with complete documentation will be circulated.
- We will buy dual or hybrid CD/DVD ROMs when possible for Mac and Microsoft Windows operating systems. Programs should be able to run on various versions of Windows, including the most recent version and the last two versions.
- We will not buy items which can be useful only if patrons make an illegal copy, (i.e. a home inventory or genealogy program)
- Both children's and adult titles will be purchased

Circulation Policy:

~~Only 5 items may be checked out to a borrower at any time.~~

Patrons may check out as many items as they wish.

~~No~~ One renewals will be allowed.

Loan period will be three (3) weeks.

Software may be reserved and may be intralibrary loaned.

An overdue charge of 10 cents per day will be assessed for late returns.

Software may be borrowed by any person with a JCPL borrowers' card

Fines and Charges

- Fee for loss/damage to software will be the original cost plus a \$10 processing fee
- Fee for loss or damage to the user's manual or notebook is \$5.00 for one item, \$10.00 for more than one item.

The Library will make copies of the users' manuals before releasing the software for circulation.

1/97; revised 1/10; reviewed 1/12; revised 7/12

LOCAL RECIPROCAL BORROWING COVENANT

WHEREAS, it is to the advantage of the residents of the following library districts that intellectual materials be accessible to them; and

WHEREAS, public libraries have been developed to promote free access to intellectual materials available in organized collections of such materials in locally supported public libraries; and

WHEREAS, the parties to this covenant are desirous of fulfilling their obligations and purposes in this regard by entering into this agreement as provided under IC 36-1-7 do

HEREBY, covenant between them on behalf of the people in the above stated public library district to permit any person holding a valid resident borrower's card from any library which is a party to this Covenant to borrow library materials subject only to the conditions set forth here following:

1. Users of this arrangement are expected to
 - a. conform to the rules and regulations of the library from which they borrow,
 - b. present a valid resident borrower's card issued by their local library as evidence of their eligibility for this service; and
 - c. pay promptly all delinquency charges which may accrue against them.
2. Participating libraries agree to assist each other, if necessary (on request) in recovering materials.
3. Participating libraries may limit this activity to specific classes of materials at their discretion, at a minimum allowing the borrowing of books, but are encouraged to provide unlimited access.
4. Participating libraries are not required to take reserves or initiate interlibrary loan requests of reciprocal borrowers.
5. Participating libraries agree resident borrowers of the participating libraries are not required to present or possess the Indiana Public Library Access Card in order to borrow library materials from the participating libraries.

This covenant becomes effective on 7-1-2012 and shall remain in force until modified by mutual consent or canceled by either party upon 90 days notice.

Kentland-Jefferson Twp. Public Library

By: [Signature]
(Name) Board President

By: [Signature]
(Name) Library Director

Jasper County Public Library

By: [Signature]
(Name) Board President

By: [Signature]
(Name) Library Director

JCPL FINANCIAL STATEMENT

June 30, 2012

	Beginning 2012 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$402,763.39	\$164,275.70	\$982,509.13	\$502,287.73	\$1,263,476.10	\$683,730.36
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$8,652.97	\$2,351.78	\$5,290.49	\$1,207.40	\$8,069.32	\$11,431.80
DeMotte	\$1,880.46	\$486.23	\$1,483.51	\$339.00	\$1,803.15	\$2,200.10
Rensselaer	\$4,953.13	\$1,564.87	\$2,876.50	\$208.40	\$4,103.66	\$6,180.29
Wheatfield	\$1,819.38	\$300.68	\$930.48	\$660.00	\$2,162.51	\$3,051.41
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$0.00	\$40.24	\$301.28	\$236,927.88
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$157,233.75	\$35,694.84	\$88,820.15	\$294,434.99
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$3,407.19	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$885.00	\$5,310.00	\$0.00	\$0.00	\$3,483.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$7,702.06	\$29,872.63	\$1,244,496.66
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$32,543.39	\$121,995.56	\$0.00	\$9,387.77	\$9,387.53
Sales Tax	\$45.19	\$0.00	\$44.36	\$3.86	\$43.91	\$44.74
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,706.86	\$50,289.76	\$8,706.86	\$50,289.76	\$0.00
FICA Tax Collected	\$0.00	\$5,295.80	\$31,207.44	\$5,295.80	\$31,207.44	\$0.00
State Tax Collected	\$3,421.24	\$3,503.66	\$20,626.49	\$3,533.05	\$20,738.25	\$3,533.00
County Tax Collected	\$2,546.79	\$2,644.15	\$15,483.81	\$2,671.20	\$15,608.27	\$2,671.25
Deferred Comp.	\$0.00	\$2,680.00	\$16,050.00	\$2,680.00	\$16,050.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,346.14	\$20,076.79	\$3,346.11	\$20,076.66	(\$0.13)
Employee Life Insur.	\$0.00	\$135.16	\$819.96	\$135.16	\$819.96	\$0.00
Employee P.E.R.F.	\$6,922.62	\$0.00	\$14,050.43	\$2,429.65	\$14,308.15	\$7,180.34
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$226,367.64	\$1,441,037.97	\$575,733.96	\$1,572,476.84	\$2,802,420.44

Bank Balances***Jasper County Public Library******Report as of: 6/30/2012***

<i>Bank</i>		
1	Alliance Bank	\$1,057,822.61
2	Demotte State Bank	\$2,667.40
3	Alliance Bank-LIRF Acct	\$236,927.88
4	PNC Bank	\$4,732.55
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$0.00
10	Kentland Bank CD#400043193	\$275,000.00
11		

Total all banks = \$2,802,420.44

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
6/14/2013	400043192	Kentland Bank	12 mon	\$725,000.00	0.90%	CPF	6/14/2012		
6/14/2013	400043193	Kentland Bank	12 mon	\$275,000.00	0.90%	Rainy Day	6/14/2012		
8/5/2012	400042839	Kentland Bank	12 mon	\$500,000.00	1.31%	CPF	8/5/2011		

CLOSED INVESTMENTS:

5/31/2012	400042716	Kentland Bank	12 mon	\$500,000.00	1.35%	CPF	5/31/2011	\$6,814.38	
5/31/2012	400042716	Kentland Bank	12 mon	\$250,000.00	1.35%	Rainy Day	5/31/2011	\$3,407.19	

TOTAL INTEREST EARNED:

\$10,221.57

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 6/1/2012 To 6/30/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$29,914.70	\$29,677.30	50.2
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$87,930.03	\$514,880.61	\$528,310.39	49.4
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$4,146.90	\$27,625.78	\$41,494.22	40.0
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$7,170.49	\$42,254.42	\$47,396.58	47.1
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$0.00	\$1,600.01	\$1,723.99	48.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$0.00	\$36,849.47	\$39,278.53	48.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$20.70	\$98,022.70	\$8,175.90	\$49,067.15	\$48,955.55	50.1
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$112,423.98	\$702,192.14	\$736,836.56	48.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$208.81	\$216.19	49.1
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$101.19	\$215.50	\$234.50	47.9
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$59.37	\$3,938.79	\$3,061.21	56.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$684.87	\$2,977.08	\$3,022.92	49.6
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$1,159.21	\$4,301.46	\$1,898.54	69.4
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$271.60	\$2,228.40	10.9
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$49.00	\$476.76	(\$326.76)	317.8
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$683.27	\$1,816.73	27.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$1,846.46	\$6,879.07	\$7,720.93	47.1
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$3,900.10	\$19,952.34	\$19,972.66	50.0
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$944.00	\$2,564.00	\$1,436.00	64.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,775.00	\$2,969.64	\$2,030.36	59.4
3.145 DATABASES & LICENSING SERVICES	\$0.00	\$21,193.00	\$21,193.00	\$995.00	\$10,634.15	\$10,558.85	50.2
3.146 E-BOOKS SERVICES	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$171.62	\$1,724.41	\$3,275.59	34.5
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,553.26	\$1,446.74	51.8
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,446.08	\$8,925.14	\$12,074.86	42.5
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$188.31	\$5,177.29	\$2,822.71	64.7
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$140.82	\$641.47	\$858.53	42.8
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$87.33	\$712.67	10.9
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,332.90	(\$32.90)	102.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$12,580.50	\$13,419.50	48.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$618.46	\$12,397.73	\$17,602.27	41.3
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$7,235.41	\$39,055.04	\$35,944.96	52.1
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$162.55	\$850.00	\$750.00	53.1
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$487.30	\$2,806.00	\$2,594.00	52.0
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$906.25	\$26,940.07	\$31,659.93	46.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$340.70	(\$40.70)	113.6
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$24.00	\$2,215.84	(\$15.84)	100.7
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$306.23	\$356.23	\$40.93	\$470.02	(\$113.79)	131.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$8,892.30	\$32,767.11	\$79,629.89	29.2
Subtotal	\$498,192.00	\$28,499.23	\$526,691.23	\$24,037.98	\$166,232.60	\$360,458.63	31.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$832.04	\$1,443.28	\$32,106.72	4.3
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$13,249.05	\$62,513.75	\$90,645.47	40.8
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$4,548.88	\$10,816.48	\$14,183.52	43.3
4.53 NONPRINTED MATERIALS	\$81,000.00	(\$27,943.55)	\$53,056.45	\$5,283.67	\$19,358.54	\$33,697.91	36.5
Subtotal	\$289,550.00	(\$24,784.33)	\$264,765.67	\$23,913.64	\$94,132.05	\$170,633.62	35.6
Grand Total	\$2,266,675.00	\$3,735.60	\$2,270,410.60	\$164,275.70	\$982,509.13	\$1,287,901.47	43.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 6/1/2012 To 6/30/2012

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$245,000.00	\$0.00	\$245,000.00	\$0.00	\$120,000.00	\$125,000.00	49.0
3.82 INTEREST-BONDS	\$72,218.00	\$0.00	\$72,218.00	\$0.00	\$37,233.75	\$34,984.25	51.6
Subtotal	\$317,848.00		\$317,848.00	\$0.00	\$157,233.75	\$160,614.25	49.5
Grand Total	\$317,848.00	\$0.00	\$317,848.00	\$0.00	\$157,233.75	\$160,614.25	49.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for **130 LIRF FUND**

Jasper County Public Library

Report Date: From **6/1/2012** *To* **6/30/2012**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$46,082.00	\$0.00	\$46,082.00	\$0.00	\$0.00	\$46,082.00	0.0
Subtotal	\$56,082.00		\$56,082.00	\$0.00	\$0.00	\$56,082.00	0.0
Grand Total	\$56,082.00	\$0.00	\$56,082.00	\$0.00	\$0.00	\$56,082.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/16/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$20.70	Reimbursed for Vision Premium-Vis, Jan&Feb 2012, A/P #34 & 140
5/15/2012	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$21,193.00	Transfer per 5/14/12 Board Mtg Resolution
5/15/2012	100 OPERATING FUND	3.146 E-BOOKS SERVICES	\$7,000.00	Transfer per 5/14/12 Board Mtg Resolution
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund on Lost Bk Pd 2/8/12 & Found - A/P#175.
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on Lost Bk Pd 2/2/12 & Found - A/P#282
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$150.95	Refund on Lost Bk Pd 3/6/12 & Found - A/P#261
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on Lost Bk Pd 3/22/12 & Found - A/P#241
5/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	J. Warsing Reimbursed Lib in cash for Lost ILL Book, A/P #310 (IMPCL)
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.37	Refund on Lost Bk Pd 1/26/12 & Found - A/P#347
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.69	Refund on Lost Bk Pd 3/31/12& Found - A/P#380
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	K. Blankenship Refund on Lost Bk Pd 3/29/12& Found - A/P#474
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	E.Myers Refund on Lost Bk Pd 5/24/12 & Found - A/P#462
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	S.Scroggins Refund on Lost Bk Pd2/28/12 & Found - A/P#4492
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
5/10/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$17.99	K. Schara Reimbursed Lib in cash for Damaged DVD, A/P #295
5/15/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	(\$28,193.00)	Transfer per 5/14/12 Board Mtg Resolution
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,735.60
110.01	\$4.20

Voucher List**Jasper County Public Library****Report Date: From 6/1/2012 To 6/30/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	433	GREAT-WEST RETIREMENT S	6/8/2012	Annuity Withheld from 8 June 12 Payroll (Online Conf #HBSBPOML)	\$1,340.00
0	434	INDIANA DEPARTMENT OF RE	6/20/2012	State & County Taxes w/held 20 June 12 Payroll, ref #53277 Verification #33	\$6,147.81
0	435	IRS USA TAXPAYMENT	6/11/2012	EFT-FICA & Federal Taxes w/held 8 June 12 Payroll, Ref #20358847	\$10,957.15
0	436	JOSEPH ZELLON	6/8/2012	Courier Mileage, 5/16-31, 2012 (conf #XBQB8OFZ)	\$403.49
0	437	PAYROLL	6/8/2012	PAYROLL	\$50,091.86
31355	438	4 IMPRINT	6/11/2012	FM Auto-Scan Radios w/ Clip-Summer Reading	\$1,333.92
31356	439	AARON'S LAWN CARE	6/11/2012	Mowing, Pruning and Edging 5/1-5/22/12 DeM, Ren, & Wh	\$850.00
0	440	ALLIANCE BANK	6/11/2012	Direct deposit fees-May	\$37.30
31357	441	ALLIED WASTE SERVICES #71	6/11/2012	Trash Pick-Up @ Whtfld, June	\$53.90
31358	442	ALLSTATE SIGN & PLAQUE CO	6/11/2012	5-10"x14" State Mandated Smoking Signs and Posts	\$325.24
31359	443	ANGELA BARTON	6/11/2012	Mileage: Books to Bridge, High School(Summer Rdg Flyers)	\$79.92
31360	444	ANTHEM BLUE CROSS BLUE S	6/11/2012	19-Health/Dental Premiums-June	\$11,138.98
31361	445	ANTHEM LIFE	6/11/2012	Employee Life Ins Premiums-June	\$99.54
31362	446	AUDIOCRAFT PUBLISHING, IN	6/11/2012	CD	\$7.76
31363	447	BAKER & TAYLOR	6/11/2012	Books, Continuations, AV, Auto. Yours	\$11,084.40
31364	448	BAKER & TAYLOR ENTERTAIN	6/11/2012	DVDs	\$703.55
31365	449	BATA PUBLISHING	6/11/2012	Indiana High School Hoops History Book	\$67.95
31366	450	BETH REASONER	6/11/2012	Mileage: Preschool Outreach Visits	\$5.50
31367	451	BLUETARP FINANCIAL, INC	6/11/2012	Corner Braces, Screws, Paint, Roller, Paint Tray, Paint Brush, Primer	\$77.09
31368	452	CAMPBELL PRINTING COMPA	6/11/2012	Envelopes	\$101.19
31369	453	CAPITAL ONE BANK (USA), NA	6/11/2012	Anniversary Gift Cards, Budget Wksp Expenses, SHRM Wksp, Mgmt Mtg Expenses, B2B Expenses, Summer Rdg Prizes, Books, Summer Reading Expenses, Children's Supplies	\$720.97
31370	454	CAROLYNN DeVRIES	6/11/2012	Mileage: Summer Reading Shopping	\$37.74
31371	455	CENTER POINT PUBLISHING	6/11/2012	Large Print Books	\$30.28
31372	456	CHRISTINE MARIE WIDUGER	6/11/2012	Summer Reading Program	\$180.00
31373	457	CHRISTOPHER KLOCEK	6/11/2012	Summer Reading Program	\$825.00
31374	458	CPP FILTER CORPORATION	6/11/2012	Air Handler Filters (Rens & DeM)	\$513.20
31375	459	CULLIGAN OF KOUTS	6/11/2012	Water Cooler Rental & Water-Whtfld - June	\$63.95
31376	460	DAVIDSON TITLES INC.	6/11/2012	Books	\$59.63
31377	461	DIANA KOOY	6/11/2012	Mileage: B2B, Book Salesman, Drop Water Sample Off	\$98.79
31378	462	EMILY MYERS	6/11/2012	Returned Lost Book	\$16.99
31379	463	ENA SERVICES LLC	6/11/2012	Internet Access-May 2012	\$885.00
31380	464	FAEGRE BAKER & DANIELS, L	6/11/2012	Legal Assistance on social media policy and handbook policy	\$944.00
31381	465	FLEX-PAC INC	6/11/2012	Facial Tissue, Paper Towels, Urinal Block	\$331.38
31382	466	GAIL EVANS	6/11/2012	Cleaning Supplies Mileage: Pick Up Property Ck, Deliver Bd Packets, Deposits, Budget Wksp, Pick up Cleaning Supplies	\$187.02
31383	467	GALE	6/11/2012	Books	\$1,143.30
31431	468	THE GROOVE CLUB	6/11/2012	Summer Reading CDs	\$33.00
31385	469	INDIANA WILD	6/11/2012	Summer Reading Program	\$550.00
31386	470	INDIANA STATE LIBRARY	6/11/2012	Info Express Delivery Services, 7/1/2012-6/30/2013 (2 day/wk)	\$525.00
31387	471	INTELLIGENT CLEANING SYST	6/11/2012	Toilet Paper, MultiFold Towels, Roll Towels	\$270.99
31388	472	JASPER COUNTY HOSPITAL	6/11/2012	Coliform Testing-DeM.	\$20.00

Printed on Monday, July 02, 2012

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31389	473	JASPER CO. VETERANS COU	6/11/2012	2 U.S. Flags & 1 Indiana Flag	\$100.00
31390	474	KAY BLANKENSHIP	6/11/2012	Reimbursement for a lost book	\$17.99
31391	475	KIRBY RISK CORPORATION	6/11/2012	Electronic Ballasts	\$137.10
31392	476	KOLORTECH, INC.	6/11/2012	Flourescent Tubes, Small Spot Light Bulbs	\$450.50
31393	477	LINDA POORTENGA	6/11/2012	Positivity Pins Mileage:Foundation Grant Dinner, Chamber Mtg, Mgmt Mtg	\$53.15
31394	478	MAGAZINE SUBSCRIPTION SE	6/11/2012	Annual Sept, Oct, Nov, and Dec Magazine Subscriptions	\$4,371.85
31395	479	MARK WILKINS	6/11/2012	Teen Summer Reading Program	\$300.00
31396	480	MIDWEST TAPE	6/11/2012	DVDs, Audio Sleeves	\$503.52
31397	481	NIPSCO	6/11/2012	Utilities-Wh. Lib, 5/4/12-6/1/12	\$2,098.88
31398	482	OLLIS BOOK CORPORATION	6/11/2012	Books	\$1,225.75
31399	483	PATTY STRINGFELLOW	6/11/2012	Mileage: Gateway Training, SET Mtg	\$52.73
31400	484	POINT OF SALE	6/11/2012	Receipt Paper Rolls	\$110.75
31401	485	PRECISION CONTROL SYSTE	6/11/2012	D & R Preventative Mtnce (April-May-June) 2012	\$1,955.00
31402	486	PROQUEST LLC	6/11/2012	Microfilm of KV Post 1/1/11-12/31/11	\$279.56
31403	487	QUILL CORPORATION	6/11/2012	Correction Ribbon, White Out, Sharpie Markers, Bic Pens, Avery Markers	\$59.37
31404	488	RACHAEL CAVINDER	6/11/2012	Mileage: ILF Mtg, Mgmt Mtg, Summer Reading Visit, Scholastic Warehouse Shopping, Supply Shopping	\$118.77
31405	489	RELIANCE LABEL SOLUTIONS,	6/11/2012	Barcode Labels	\$622.29
31406	490	ROTARY CLUB of RENSSELAE	6/11/2012	March/April Club Expenses-Director	\$88.00
31407	491	ROEING CORP.	6/11/2012	Astaro 220- web security/support	\$6,075.00
31408	492	SARAH SCROGGINS	6/11/2012	Reimbursement for lost book	\$5.95
31409	493	SCHOLASTIC LIBRARY PUBLIS	6/11/2012	Books and summer reading prizes	\$995.70
31410	494	SIGNS BY DAVE	6/11/2012	1 State Mandated Smoking Sign and Posts	\$185.00
31411	495	STUDIO INDIANA	6/11/2012	Books	\$120.00
31412	496	SUE TOBIAS	6/11/2012	Mileage: Deposit, SHRM Mtg	\$49.28
31413	497	SUNRISE PACKAGING INC.	6/11/2012	White Album CD/DVD cases	\$331.08
31414	498	SVT, LLC	6/11/2012	Ice Cream Social Expenses	\$16.48
31415	499	TOWN OF DEMOTTE	6/11/2012	Sewer Wastewater-DeM May 2012	\$69.80
31416	500	TOWN OF WHEATFIELD	6/11/2012	June Sewer Wastewater Fee-Wh. Lib	\$56.65
31417	501	THE LIBRARY CORPORATION	6/11/2012	Reports Manager Renewal July 2012 - June 2013	\$300.00
31418	502	TRUGREEN CHEMLAWN	6/11/2012	Applescab Treatment-DeM.	\$56.25
31419	503	ULINE	6/11/2012	CD Cases	\$232.87
31420	504	VISION SERVICE PLAN- (IN)	6/11/2012	19 Vision Premiums-June	\$209.20
31421	505	WAL-MART COMMUNITY/GEM	6/11/2012	USB sticks, Summer Reading Prizes and Expenses, Tuesday Movie Expenses, Batteries, DVDs, Books	\$3,171.45
31422	506	WASTE MANAGEMENT	6/11/2012	Trash Pick-up @ DeM, June	\$60.50
31423	507	WORLD BOOK INC.	6/11/2012	World Book Online Reference	\$995.00
31424	508	YVONNE DEL VECCHIO	6/11/2012	Books, Mileage: Walking Books, Project Events	\$90.12
31425	509	AMERICAN CORPORATE SER	6/11/2012	Drawer Dividers	\$321.80
31426	510	POST TRIBUNE PUBLISHING, I	6/11/2012	DeM. Annual Newspaper Subscription, 6/23/12-6/21/13	\$195.00
31427	511	CENTURYLINK	6/11/2012	Local Phones-June 2012	\$118.50
31428	512	NIPSCO	6/11/2012	DeMotte Utilities, 5/7-6/6/12	\$3,179.87
31429	513	JASPER COUNTY PUBLIC LIBR	6/14/2012	To Purchase CD#400043192 for 1 yr (365 days)	\$725,000.00
31430	514	JASPER COUNTY PUBLIC LIBR	6/14/2012	To Purchase CD # 400043193 for 1 yr (365 days)	\$275,000.00
0	515	JASPER COUNTY PUBLIC LIBR	6/19/2012	Transfer back Property tax (Dec 2011) that was designated for Levy Excess per JC (Barb) Auditor Office instructions.	\$32,543.39
0	516	PAYROLL	6/25/2012	PAYROLL	\$46,985.73
0	517	AFLAC	6/25/2012	Supplemental Ins. Premium June 2012 (Confirm #9BSBQOVP)	\$209.48
0	518	CENTURYLINK	6/25/2012	Telephone, Local Service - Wheatfield phones(Confirmation #3B8BNOXV & 7BGBVOXV)	\$53.12
0	519	CITY OF RENSSELAER	6/25/2012	Rens Utilities, 5/7/12-6/8/12 (Conf #ZBNBTOMP)	\$2,930.12

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	520	GREAT-WEST RETIREMENT S	6/25/2012	Annuity Withheld from 25 June 12 Payroll (Online Conf #TBPBPOTT)	\$1,340.00
0	521	IRS USA TAXPAYMENT	6/25/2012	EFT-FICA & Federal Taxes w/held 25 June 12 Payroll, Ref #10233220	\$10,216.00
0	522	JOSEPH ZELLON	6/25/2012	Courier Mileage, 6/1-6/15, 2012 (conf #CB7B3OWO)	\$366.30
Total Amount of Claims					\$1,226,367.64

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 02, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,226,367.64

Date this 9th day of July, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

June 30, 2012

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,830.63	\$17,751.27
DeMotte	\$1,001.34	\$5,698.52		
Rensselaer	\$987.14	\$7,454.46		
Wheatfield	\$842.15	\$4,598.29		
PHOTOCOPIES:			\$754.43	\$5,120.73
DeMotte	\$338.93	\$2,163.97		
Rensselaer	\$264.20	\$1,915.21		
Wheatfield	\$151.30	\$1,041.55		
INTEREST (Checking, Repurchase, CDs):.....			\$68.13	\$970.08
TAXES:			\$479,327.65	\$1,152,903.76
Property Tax	\$254,946.57	\$610,740.68		
LOIT	\$107,421.48	\$107,421.48		
License Excise Tax	\$53,159.84	\$53,159.84		
Financial Institution Tax	\$1,518.90	\$1,518.90		
CVET(Commercial Vehicle Excise)	\$7,473.80	\$7,473.80		
Local Option/Certified Shares	\$45,173.41	\$315,535.42		
Local Option/Property Tax Repl.	\$9,633.65	\$57,053.64		
TAXABLE SALES:-.....			\$5.00	\$136.94
REFUNDS:			\$19,301.89	\$86,593.32
Rebates/Refund	\$0.00	\$601.35		
Insurance Claims/Reimbursements	\$0.00	\$10,292.22		
Meeting Room Rental	\$50.00	\$400.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$16.58		
Interfund Transfer	\$19,251.89	\$75,283.17		
TOTAL OPERATING FUND RECEIPTS.....			\$502,287.73	\$1,263,476.10
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,207.40	\$8,069.32
DeMotte	\$339.00	\$1,803.15		
Rensselaer	\$208.40	\$4,103.66		
Wheatfield	\$660.00	\$2,162.51		
LIB. IMPROV. RESERVE FUND:			\$40.24	\$301.28
Interest Earned	\$40.24	301.28		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$53,125.31	\$35,694.84	\$88,820.15
Property Tax	\$24,919.57	\$59,696.44		
License Excise Tax	\$4,326.00	\$4,326.00		
Financial Institution Tax	\$123.60	\$123.60		
CVET(Commercial Vehicle Excise)	\$608.20	\$608.20		
Interfund Transfer	\$5,717.47	\$24,065.91		
RAINY DAY FUND:		\$3,407.19	\$0.00	\$3,407.19
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$3,407.19		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$22,170.57	\$7,702.06	\$29,872.63
Interest Earned	\$128.03	\$7,226.15		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$7,574.03	\$22,646.48		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$9,387.77
SALES TAX:-.....			\$3.86	\$43.91
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$546,936.13	\$1,403,378.35

WITHHOLDING ACCOUNT FUNDS:

			\$28,797.83	\$169,098.49
FIT Tax Collected	\$8,706.86	\$50,289.76		
FICA Collected	\$5,295.80	\$31,207.44		
State Tax Collected	\$3,533.05	\$20,738.25		
County Tax Collected	\$2,671.20	\$15,608.27		
Deferred Comp Plan	\$2,680.00	\$16,050.00		
Pre-tax Insurance Plans	\$3,346.11	\$20,076.66		
Life Insurance	\$135.16	\$819.96		
PERF	\$2,429.65	\$14,308.15		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$575,733.96	\$1,572,476.84

Voucher List
Jasper County Public Library

Report Date: From 7/1/2012 To 7/11/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31432	523	AARON'S LAWN CARE	7/9/2012	Lawn care, 5/29-6/27/12	\$585.00
0	524	ALLIED WASTE SERVICES #71	7/10/2012	Trash Pick-Up @ Whtfld, July	\$53.90
0	525	GREAT-WEST RETIREMENT S	7/9/2012	Annuity Withheld from 10 July 12 Payroll (Online Conf #UB8BKUG2)	\$1,340.00
0	527	IRS USA TAXPAYMENT	7/11/2012	EFT-FICA & Federal Taxes w/held 10 July 12 Payroll, Ref #44413491	\$9,951.92
0	528	JOSEPH ZELLON	7/10/2012	Courier Mileage, 6/16-30, 2012 (conf #ZB6TUD2)	\$333.00
0	529	PAYROLL	7/10/2012	PAYROLL	\$46,236.74
31433	530	ALLSTATE SIGN & PLAQUE CO	7/9/2012	No Smoking signage - Rens	\$41.77
31434	531	ANTHEM BLUE CROSS BLUE S	7/9/2012	19-Health/Dental Premiums-July	\$11,138.98
31435	532	ANTHEM LIFE	7/9/2012	Life Ins premiums-July 2012	\$99.54
31436	533	BAKER & TAYLOR	7/9/2012	Books, Continuations, DVDs, Gift Bks	\$9,039.09
31437	534	BAKER & TAYLOR ENTERTAIN	7/9/2012	DVDs	\$617.98
31438	535	BANK OF NEW YORK MELLON	7/9/2012	Bond Payment of 2004	\$159,983.75
31439	536	BETH REASONER	7/9/2012	Craft Materials-DeM Children	\$14.48
31440	537	BIERMA HARDWARE, INC.	7/9/2012	Cork pad, faucet aerator, flood lights, ant killer	\$23.25
31441	538	BLUETARP FINANCIAL, INC	7/9/2012	Screws, Sprinkler	\$16.95
31442	539	BRODART CO.	7/9/2012	Wall-Mounted Sign Holders	\$84.14
0	540	ALLIANCE BANK	7/9/2012	Direct deposit fees-June; Annual Support Fee	\$77.10
31443	541	CAPITAL ONE BANK (USA), NA	7/9/2012	Adult Summer Rding Supplies, Summer Rding Prizes, Books for Summer Rding, 2013 Planners, Books, Children's Supplies, B2B Expenses, Rights to Domain Name	\$706.16
31444	542	CARROT-TOP INDUSTRIES, IN	7/9/2012	1/4" White Wire Flag Rope and Snaphook	\$78.76
31445	543	CHESTER TECHNOLOGIES	7/9/2012	Printmaster Software	\$963.00
31446	544	CMS, INC.	7/9/2012	Software Tech. Support, Mtnce, Licenses-2011	\$1,238.83
31447	545	COMMUNITY MEDIA GROUP, I	7/9/2012	Rensselaer Republican subscription, Wheatfield & Rens., 1 yr thru 7/28/2013	\$110.00
31448	546	CULLIGAN OF KOUTS	7/9/2012	Water Cooler Rental -Whtfld - July	\$9.95
31449	547	DAVIDSON TITLES INC.	7/9/2012	Books	\$37.91
31450	548	DEMCO	7/9/2012	Book Pockets, Book Jackets, Tape	\$670.41
31451	549	DIANA KOOY	7/9/2012	Tumblers for Children's Program	\$7.84
31452	550	ENA SERVICES LLC	7/9/2012	Internet Access-June 2012	\$885.00
31453	551	GALE	7/9/2012	Books	\$1,211.93
31454	552	GOODWIN FIRE EQUIPMENT, I	7/9/2012	Fire Extinguisher inspection & maintenance-DeM & Wh. Lib.	\$233.00
31455	553	INDIANA DEPT. OF WORKFOR	7/9/2012	Unemployment Compensation Ins,2nd Qtr 2012	\$599.28
31456	554	INDIANA INSURANCE COMPA	7/9/2012	Worker's Comp Insurance due from 2011 Audit	\$773.00
31457	555	INFOGROUP	7/9/2012	Indiana State Business Directory	\$620.00
31458	556	INPRS fbo PERF	7/9/2012	2nd Qtr PERF employer & employee contributions	\$26,009.90
31459	557	INTELLIGENT CLEANING SYST	7/9/2012	Multifold Towels, Kitchen Roll Towels	\$134.20
31460	558	JASPER COUNTY HISTORICAL	7/9/2012	Vintage View #19	\$10.00
31461	559	KIM DELGER	7/9/2012	Book Discussion Expenses	\$95.00
31462	560	KOLORTECH, INC.	7/9/2012	Light bulbs	\$250.00
31463	561	LAZZARO COMPANIES, INC	7/9/2012	Bottom Door Seal for Mechanical Room-Ren	\$100.00
31464	562	MARK SMALL	7/9/2012	Summer Reading Program	\$450.00
31465	563	MIDWEST COLLABORATIVE F	7/9/2012	Online Databases (Ancestry Library, Heritage Quest, Tumblebooks)	\$2,714.56
31466	564	MIDWEST TAPE	7/9/2012	DVDs	\$63.97
31467	565	NANCY PHILLIPS	7/9/2012	Ice Cream Social Expenses	\$18.68

F6b		Warrant		Claim	Name of Claimant	Date	Explanation	Total
Number	Number	Number	Number	Number				
31468	566				OFFICE DEPOT	7/9/2012	Toner, HP Laserjet Cartridges, Speciality, Copy, & Contact Paper, Reinforcement Holes, Paper Clips, CD-DVD File Holders, Golf Pencils	\$528.39
31469	567				ORIENTAL TRADING CO., INC	7/9/2012	Ch. Program door prize/raffle tickets	\$52.50
31470	568				PAT KOPANDA	7/9/2012	Fairchild Family History book	\$40.00
31471	569				PATTY STRINGFELLOW	7/9/2012	Mileage:Mgmt, Positivity Team Mtg, SET (Stronger Economies Together) Mtg	\$73.26
31472	570				PEGGY WOODS	7/9/2012	Mileage: Post Office, Bank Deposits, AV shopping trip, Deliver Bd Packets (May--June)	\$12.65
31473	571				POSTMASTER	7/9/2012	Stamps: 60-\$.01; 60-\$.02; 100-\$.03; 80-\$.05; 80-\$.10; 40-\$.65; 60-\$1.00	\$102.80
31474	572				QUILL CORPORATION	7/9/2012	Copy Paper,Labels, Pens, Toner, post-its, 3-hole punch, finger pads, dry-erase markers	\$337.51
31475	573				RACO INDUSTRIES	7/9/2012	Hands-free Scanner & stand, cable	\$245.49
31476	574				RAINBOW BOOKS	7/9/2012	Ch. Books	\$907.05
31477	575				REBECCA AMALONG	7/9/2012	Mileage: Mgmt Mtg	\$24.42
31478	576				RMC IMAGING, INC	7/9/2012	Annual Mtnce ST-200 Scanner & Companion Scanner, 7/14/12-7/13/13	\$1,657.50
31479	577				ROEING CORP.	7/9/2012	3rd Installment for Tech Support; printer adapter cable, HP Laserjet P1102W Printer	\$7,829.93
31480	578				STANDARD & POOR'S CORP.	7/9/2012	S&P outlook Subscription-Annual	\$243.75
31481	579				SVT, LLC	7/9/2012	Teen Program Expenses	\$38.06
31482	580				TLC HOME IMPROVEMENTS, L	7/9/2012	Mulch, red 10 yds delivered	\$415.00
31483	581				TOWN OF DEMOTTE	7/9/2012	Sewer Fee - June	\$69.80
31484	582				TOWN OF WHEATFIELD	7/9/2012	Sewer Fee - July	\$56.65
31485	583				TRUGREEN CHEMLAWN	7/9/2012	Grub Control, Lawn Fertilization, Crab tree Insect Control Application	\$349.65
31486	584				UNIQUE MANAGEMENT SERVI	7/9/2012	May & June Initial & Secondary Collections	\$504.91
31487	585				THE BANK of NEW YORK MELL	7/9/2012	Administrative Annual Fee, 7/1/12-6/30/13 -Bond of 2004	\$630.00
31488	586				VISION SERVICE PLAN- (IN)	7/9/2012	Vision Insurance Premiums-July	\$209.20
31489	587				WAL-MART COMMUNITY/GEM	7/9/2012	Children Prog Supplies-Expenses-Prizes, Bk Cleaning Wipes, Rust Remover, DVDs	\$730.38
31490	588				WASTE MANAGEMENT	7/9/2012	DeMotte Trash Pick-Up, July	\$60.50
31491	589				NIPSCO	7/9/2012	Wh Utilities, 6/1-7/2/12	\$2,376.61
31492	591				WEAVER TREE SERVICE	7/9/2012	Trim 39 Trees @ Rens Lib.	\$975.00
0	592				CENTURYLINK	7/9/2012	Rens. Local Telephone Service-July (ONLINE Ref # HB8B9U7E)	\$110.80
31493	593				DUCKWALL-ALCO STORES, IN	7/9/2012	Storytime Crafts & Jasper Co Fair Prog.crafts	\$16.37

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$296,227.15

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 09, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$296,227.15

Date this 9th day of July, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Aug

Aug

Dear members of the JCPL Board,

It was great celebrating my 15-year anniversary of employment at JCPL! The Rensselaer staff had a delicious carry-in baked potato bar in my honor. I am so thankful and blessed to work for the library! I appreciate having a supportive Library Director and Board, working in an enjoyable work environment, and working with a bunch of terrific co-workers.

Thanks so much for giving me a day off in celebration, for the nice card and →

letter, and for the gift card to La Scala
restaurant (if you haven't been there before,
I ~~also~~ recommend it - their Donbet
Duffel is THE BEST! ☺)!

With Thanks and Gratitude,

Sheila

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Aug

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 13, 2012, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
Policy Review (R 10, R 12, R 14)

General Business

Tim Schultz-Oath of Office (R 25)	Action
2013 Budget (R 25)	Action
Resolution to Continue in the	
Public Library Internet Consortium (R 25)	Action
Old Telephone Equipment-Rensselaer Library (R 25)	Action

Director's Report (R 25-R 28)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

July 9, 2012
Rensselaer Library

Present: Jody Melton, Mari Anne Sayler, Janelle Harper, Natalie Waling, Deana George, Janet Umlauf, Patricia Stringfellow, & Gail Evans **Absent:** Timothy Schultz

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items, June Board Meeting Minutes, bills/financial reports, Reciprocal Borrowing Policy and Circulating Software Policy revisions, and workshop request, were approved on a motion by D. George, seconded by J. Umlauf. Motion passed.

Oath of Office: T. Schultz was not present at the meeting to take the oath of office. Item tabled for August meeting.

DeMotte Library Closure: Touch of Dutch Festival and Annual 5K Run are slated for Saturday, August 11, 2012. The 5K Run kicks off at 8:00 AM behind the library creating much congestion in and around the area. The Friends will host their annual book sale in the library's meeting rooms. In past years the restrooms have been open to public throughout the day. Janitorial staff stagger their hours to maintain the restrooms. On a motion by J. Melton, seconded by J. Umlauf, the board approved closing the library for the day but allowing for restroom and booksale access. Motion passed. One staff member will be present in building during the day.

Reciprocal Borrowing Agreement Request: Indiana Library law requires libraries to lend their materials through one of several means. The Kentland-Jefferson Township Public Library is electing to request a local reciprocal borrowing agreement with JCPL. This would allow Kentland Public Library card holders in good standing to register for a reciprocal library card at JCPL and borrow materials. JCPL patrons could also acquire a reciprocal card at the Kentland Library. We currently reciprocate with several other Indiana libraries. Legislators and policy makers admire resource sharing. The agreement can be revoked or modified with mutual consent if terms became difficult for any reason. J. Umlauf moved, seconded by M. Sayler, to enter into a covenant with the Kentland-Jefferson Township Public Library. Motion was unanimous.

Director's Report: Rensselaer Library has been spruced up with weeding, new mulch and tree trimming since the last board meeting.

NILBA Dinners are scheduled for August 29th and October 29th, at Strongbow Inn in Valparaiso. The featured topic at the August meeting is Diversity & Discrimination and the October meeting will focus on the Open Door Law. M. Sayler, J. Umlauf, N. Waling, and P. Stringfellow are interested in attending the August NILBA Dinner/Meeting.

The Children's Departments will host their first Family Story Time at the Fair. Stories, songs, and crafts will be presented by staff Monday through Thursday of Fair Week. This is a wonderful outreach opportunity.

P. Stringfellow created a waiver for attendees of the DeMotte Library Pool Party based on a similar version found online for Indiana Special Olympics. The pool will be closed to the public during the evening of July 10th to accommodate the library's event. Town of DeMotte may

impose a rental fee for the use of pool to offset their costs for their evening's lost revenue. Gift funds donated by local businesses for Summer Reading prizes will cover these costs.

A local arborist expressed via a telephone call concern about two trees that appear distressed at the Rensselaer Library. He encouraged us to contact the State Arborist for assistance. P. Stringfellow spoke with him and assured him that we are watering newer trees and consulting with the Extension Office and Brown's Garden Shoppe as needed in regard to care and maintenance of our trees. He appeared satisfied with this explanation.

State Board of Accounts Field Examiner is onsite for our bi-annual audit of financial books. It is anticipated that we will have an exit interview around July 16th. The Library Board President and/or Treasurer are normally asked to be present along with the Director and Business Manager.

One trustee of the First Christian Church, Craig Jackson, has learned of the library's request for use of their church's parking lot during busy times. He is favorable in fostering a 'Good Neighbor' relationship and has requested copies of the original parking lot request the library sent to Reverend Jon Bormann several months ago, a request that had not yet been presented to the trustees. P. Stringfellow will be in direct communication with C. Jackson to provide background information as per his request.

Future Agendas: Oath of Office (T. Schultz)

Adjournment: With no further matters for discussion J. Melton moved to adjourn at 6:31 PM.


Janet Umlauf, Secretary


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
July 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	17	0	1	18
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	13	0	0	13
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	39	2	2	43
Blu-Ray (DBR)	99	0	1	100
Books on CD (DBKCD)	152	6	4	162
Books on Tape (DBKT)	1	2	3	6
Compact Disc (DCD)	452	18	8	478
Digital Audiobooks (DDA)	2	0	0	2
DVD (DDVD)	2194	19	13	2226
Equipment (DEQP)	69	0	0	69
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	59	0	0	59
Fiction (DFIC)	913	33	14	960
Fiction Fantasy (DFICF)	24	0	1	25
Fiction Mystery (DFICM)	169	12	4	185
Fiction New (DFICNEW)	514	18	8	540
Fiction Science Fiction (DFICSF)	25	1	0	26
Fiction Western (DFICW)	18	1	0	19
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	122	2	3	127
Hanging Bags (DHANG)	17	0	0	17
ILL (DILL)	50	0	0	50
Internet (DINTER)	1059	0	0	1059
Juv. Audio book (DJAUDB)	22	0	0	22
Juv. Biography (DJBIO)	29	0	0	29
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	42	0	0	42
Juvenile Easy (DJE)	701	5	12	718
Juv. Easy Non-fiction (DJENF)	102	1	2	105
Juv. Easy Reader (DJER)	554	1	16	571
Juv. Fiction (DJFIC)	770	10	13	793
Juv. Holiday books (DJHOL)	16	0	0	16
Juv. Magazine (DJMAG)	89	0	1	90
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	458	24	11	493
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	119	0	0	119

Large Print Fiction (DLPF)	203	9	2	214
Large Print Nonfic (DLPNF)	9	1	1	11
Magazine (DMAG)	755	0	7	762
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	14	0	0	14
Nonfiction 100 (DNF100)	7	4	7	18
Nonfiction 200 (DNF200)	36	6	9	51
Nonfiction 300 (DNF300)	75	7	1	83
Nonfiction 400 (DNF400)	5	1	0	6
Nonfiction 500 (DNF500)	49	2	3	54
Nonfiction 600 (DNF600)	207	11	19	237
Nonfiction 700 (DNF700)	86	3	0	89
Nonfiction 800 (DNF800)	21	0	4	25
Nonfiction 900 (DNF900)	73	1	1	75
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	74	0	4	78
Nonfiction (DNFIC)	2	0	1	3
Nonfiction New (DNFNEW)	168	3	5	176
Nonfiction VHS (DNFVHS)	7	2	0	9
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	19	0	0	19
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	6	0	0	6
Software (DSWAR)	18	1	2	21
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	103	1	0	104
YA Audio book (DYAUDB)	5	1	0	6
YA Biography (DYAB)	4	0	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	293	8	6	307
YA Music CD (DYACD)	7	0	0	7
YA Nonfiction (DYANF)	30	3	0	33
YA Paperback Fic (DYAPBF)	0	1	0	1
Storage (DZSTO)	8	0	0	8
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	64	0	65
Blu-Ray (RBR)	0	81	0	81
Books on CD (RBKCD)	7	114	8	129
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	1	253	3	257
Digital Audiobooks (RDA)	2	5	0	7
DVD (RDVD)	8	3267	16	3291
Equipment (REQP)	0	82	0	82
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	55	0	55
Fiction (RFIC)	17	715	19	751
Fiction New (RFICNEW)	19	432	9	460

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	132	11	144
Hanging Bag (RHANG)	0	16	0	16
ILL (RILL)	0	64	0	64
Internet (RINTER)	0	2310	0	2310
Juv. Audio book (RJAUDB)	0	27	0	27
Juv. Biography (RJBIO)	0	21	1	22
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	40	1	41
Juvenile Easy (RJE)	7	561	5	573
Juv. Easy Non-fiction (RJENF)	3	91	0	94
Juv. Easy Reader (RJER)	5	367	2	374
Juv. Fiction (RJFIC)	15	540	24	579
Juv. Magazine (RJMAG)	0	32	0	32
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	352	4	366
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJTOD)	0	82	0	82
Large Print Fiction (RLPF)	8	265	5	278
Large Print Nonfic (RLPNF)	0	17	0	17
Magazine (RMAG)	0	426	0	426
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	12	0	13
Non-Fiction 100 (RNF100)	0	51	6	57
Non-Fiction 200 (RNF200)	1	26	5	32
Non-Fiction 300 (RNF300)	11	74	3	88
Non-Fiction 400 (RNF400)	0	20	0	20
Non-Fiction 500 (RNF500)	0	18	0	18
Non-Fiction 600 (RNF600)	9	220	10	239
Non-Fiction 700 (RNF700)	2	66	0	68
Non-Fiction 800 (RNF800)	2	12	0	14
Non-Fiction 900 (RNF900)	6	58	10	74
Nonfiction Blu-Ray (RNFBFR)	0	6	0	6
Nonfiction DVD (RNFDVD)	4	149	1	154
Nonfiction (RNFIC)	0	4	0	4
Nonfiction new (RNFNEW)	14	241	9	264
Nonfiction VHS (RNFVHS)	1	22	0	23
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	69	0	69
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	1	0	1
YA Audio book (RYAUDB)	0	7	1	8
YA Biography (RYAB)	1	0	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	21	210	18	249
YA Music CD (RYACD)	5	142	2	149
YA Nonfiction (RYANF)	1	13	0	14
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	1	18	23
Blu-Ray (WBR)	0	0	99	99
Books on CD (WBKCD)	15	9	212	236
Books on Tape (WBKT)	1	0	2	3
Compact Disc (WCD)	10	24	288	322
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	16	17	2016	2049
Equipment (WEQP)	0	0	41	41
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	52	52
Fiction (WFIC)	32	43	323	398
Fiction Fantasy (WFICF)	0	0	3	3
Fiction Mystery (WFICM)	2	6	71	79
Fiction New (WFICNEW)	36	10	301	347
Fiction Science Fiction (WFICSF)	1	0	5	6
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	0	61	63
Hanging Bags (WHANG)	0	0	26	26
ILL (WILL)	1	0	32	33
Internet (WINTER)	0	0	765	765
Juv. Audio book (WJAUDB)	1	1	25	27
Juv. Biography (WJBIO)	0	0	11	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	12	13
Juvenile Easy (WJE)	11	1	381	393
Juv. Easy Non-fiction (WJENF)	0	1	67	68
Juv. Easy Reader (WJER)	2	0	262	264
Juv. Fiction (WJFIC)	31	13	442	486
Juv. Magazine (WJMAG)	0	0	40	40
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	7	265	278
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	5	0	92	97
Large Print Fiction (WLFPF)	6	2	97	105
Large Print Nonfic (WLPNF)	1	3	9	13
Magazine (WMAG)	2	11	359	372
Non-Fiction 000 (WNF000)	0	0	6	6
Non-Fiction 100 (WNF100)	0	2	32	34
Non-Fiction 200 (WNF200)	1	5	23	29
Non-Fiction 300 (WNF300)	2	1	35	38
Non-Fiction 400 (WNF400)	0	0	5	5

Non-Fiction 500 (WNF500)	0	1	2	3
Non-Fiction 600 (WNF600)	8	7	111	126
Non-Fiction 700 (WNF700)	4	2	41	47
Non-Fiction 800 (WNF800)	0	0	10	10
Non-Fiction 900 (WNF900)	4	2	20	26
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	2	1	93	96
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	3	8	73	84
Nonfiction VHS (WNFVHS)	0	0	3	3
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	2	75	77
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	1	1	28	30
YA Audio book (WYAUDB)	0	0	6	6
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	1	1	1	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	34	12	259	305
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	22	23
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	11630	12260	7595	31485

CIRCULATION BY HOLDINGS CODE
July 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	17	0	1	18
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	13	0	0	13
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	44	67	20	131
Blu-Ray (BR)	103	87	102	292
Books on CD (BKCD)	174	129	224	527
Books on Tape (BKT)	2	2	5	9
Compact Disc (CD)	463	295	299	1057
Digital Audiobooks (DA)	4	5	1	10
DVD (DVD)	2218	3303	2045	7566
Equipment (EQP)	69	82	41	192
See librarian (ERR)	0	0	0	0

Express Book (EXP)	59	55	52	166
Fiction (FIC)	962	791	356	2109
Fiction Fantasy (FICF)	24	0	4	28
Fiction Mystery (FICM)	171	18	75	264
Fiction New (FICNEW)	569	460	318	1347
Fiction Science Fiction (FICSF)	26	1	5	32
Fiction Western (FICW)	18	1	4	23
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	125	134	75	334
Hanging Bags (HANG)	17	16	26	59
ILL (ILL)	51	64	32	147
Internet (INTR)	1059	2310	765	4134
Juv. Audio book (JAUDB)	23	28	25	76
Juv. Biography (JBIO)	29	21	12	62
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	42	41	13	96
Juvenile Easy (JE)	719	567	398	1684
Juv. Easy Non-Fiction (JENF)	105	93	69	267
Juv. Easy Reader (JER)	561	368	280	1209
Juv. Fiction (JFIC)	816	563	479	1858
Juv. Holiday (JHOL)	16	0	0	16
Juv. Magazine (JMAG)	89	32	41	162
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	474	383	280	1137
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	3	0	4
Juv. Toddler (JTOD)	124	82	92	298
Large Print Fiction (LPF)	217	276	104	597
Large Print Nonfic (LPNF)	10	21	10	41
Magazine (MAG)	757	437	366	1560
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	15	12	6	33
Non-Fiction 100 (NF100)	7	57	45	109
Non-Fiction 200 (NF200)	38	37	37	112
Non-Fiction 300 (NF300)	88	82	39	209
Non-Fiction 400 (NF400)	5	21	5	31
Non-Fiction 500 (NF500)	49	21	5	75
Non-Fiction 600 (NF600)	224	238	140	602
Non-Fiction 700 (NF700)	92	71	41	204
Non-Fiction 800 (NF800)	23	12	14	49
Non-Fiction 900 (NF900)	83	61	31	175
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	80	150	98	328
Nonfiction (NFIC)	2	4	2	8
Nonfiction New (NFNEW)	185	252	87	524
Nonfiction VHS (NFVH)	8	24	3	35
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	19	0	0	19

Reference (REF)	62	73	27	162
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	7	1	14
Software (SWAR)	18	72	77	167
Vertical File (VF)	2	0	3	5
VHS	104	3	28	135
YA Audio book (YAUDB)	5	8	7	20
YA Biography (YAB)	5	0	0	5
YA Books on CD (YABKCD)	1	1	1	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	348	230	283	861
YA Music CD (YACD)	12	142	2	156
YA Nonfiction (YANF)	32	16	22	70
YA Paperback Fic (YAPBF)	0	1	0	1
Storage (ZSTO)	8	2	0	10
				0
Free reads	565	347	249	1161
Games/Puzzles	2	25	0	27
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12259	12705	7872	32836

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2619	1951	1167	5737
Nonfiction	984	1101	542	2627
CHILDREN'S BOOKS				
Fiction	2250	1580	1250	5080
Nonfiction	644	500	361	1505
YA BOOKS				
Fiction	473	365	358	1196
Nonfiction	37	16	22	75
Magazines, Adult	757	437	366	1560
Magazines, Children	89	32	41	162
Sound Recordings, adult	649	440	537	1626
Sound Recordings, ch	94	227	66	387
Online databases	0	0	0	0
Software	18	72	77	167
Vertical file	2	0	3	5
VHS/DVD/Blu-Ray	2513	3567	2276	8356
Equipment	69	82	41	192
Total	11198	10370	7107	28675
A-V Circulation	3274	4306	2956	10536
A-V Circulation as % of total	29.2%	41.5%	41.6%	36.7%

July 2012[illegible][illegible]R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
				ADULT BOOKS	
21,658	21,738	12,466	12,547	13,463	13,571 Fiction
19,396	19,459	20,533	20,301	9,790	9,820 Nonfiction
				CHILDREN'S BKS	
13,984	13,990	12,345	12,368	10,377	10,376 Fiction
9,494	9,503	6,678	6,770	5,611	5,668 Nonfiction
				YA BOOKS	
2,144	2,149	2,742	2,759	2,144	2,163 Fiction
539	539	730	734	121	122 Nonfiction
		0		0 Magazines,Adult	
				0 Magazines, Child	
0	0	20	20	0	0 Games, Toys
3,098	3,117	3,672	3,699	3,580	3,612 Sound Rec/Adult
719	719	473	486	764	775 Sound Rec/Child
18	18	29	29	7	7 Online Databases
378	377	360	361	181	181 Software
0	0			4	4 Vertical Files
4,055	4,127	6,116	6,217	3,282	3,358 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
75,601	75,854	66,306	66,433	49,381	49,714 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

July 2012

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	187	41	208	45	282	61	677	147
LOCAL HISTORY								
In person	3	1	18	5	2	1	23	7
Letters written	4	4	7	7	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1059	44	2310	96	765	32	4134	172
Internet use-Wireless	323		583		193		1099	
Computer software used	120	10	99	8	77	6	296	25
VCR Use	3	0	0	0	0	0	3	0
Microforms	6	1	32	4	0	0	38	5
CD ROM/Online databases	207	17	512	43	108	9	827	69
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	6	2	0	0	6	2
OTHER LIBRARY SERVICES USED								
Outreach activities	11	11	0	0	0	0	11	7
Notarized documents	3	1	11	3	6	2	20	5
Meeting Room Use (no. of group)	21	7	54	18	24	8	99	33
Study room use	23	2	31	3	34	3	88	7
Proctoring	1	1	0	0	4	2	5	3
Tax Forms distributed	0	0	0	0	1	0	1	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							369	
IN-HOUSE USE ITEMS	75		394		126		595	
SELF-CHECKOUT USE	384		850		697		1931	
INTERLIBRARY LOANS								
Requests made for:	67	17	69	17	55	14	191	48
Items rec'd for:	62	31	73	37	27	14	162	81
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8616	8709	5030	22355
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	405	453	103	961
Number of New Patrons Added	60	37	26	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	0	0	0	0	1	6
Children's Programs (0-13)	8	48	8	48	7	42	23	138
Number attending	207		184		117		508	
YA Programs (14-17)	4	24	2	12	2	12	8	48
Number attending	87		51		64		202	
Adult Programs	5	30	1	6	1	6	7	42
Number attending	227		126		22		375	
Senior Citizen Programs	6	36	3	18	2	12	11	66
Number attending	68		77		14		159	
Total Number of Programs	24	144	14	84	12	72	50	300
Total Persons Attending	589		438		217		1244	
Total Attending Same Month Last Yr.	744		310		229		1283	
Total Staff Hours Spent		331		372		223	925	921
Total Number of In-House Program	20		12		11		43	
Total Attendance	486		404		209		1099	
Total Number of Outreach Program	4		2		1		7	
Total Attendance	103		34		8		145	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7762	69.7%	6764	65.5%	4609	65.1%	19135	67.0%
Corporate	0	0.0%	135	1.3%	0	0.0%	135	0.5%
Juvenile 0-11	287	2.6%	305	3.0%	117	1.7%	709	2.5%
Juvenile-AV	1845	16.6%	1216	11.8%	1263	17.8%	4324	15.2%
Nonresident No Fee	0	0.0%	23	0.2%	3	0.0%	26	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	296	2.7%	504	4.9%	128	1.8%	928	3.3%
Reciprocal Juvenile	0	0.0%	7	0.1%	0	0.0%	7	0.0%
Reciprocal Juvenile AV	0	0.0%	38	0.4%	0	0.0%	38	0.1%
Reciprocal YA	0	0.0%	11	0.1%	0	0.0%	11	0.0%
Reciprocal YA AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
St. Joseph College	0	0.0%	13	0.1%	0	0.0%	13	0.0%
Staff	541	4.9%	694	6.7%	477	6.7%	1712	6.0%
Walking books	40	0.4%	0	0.0%	0	0.0%	40	0.1%
YA 12-17	56	0.5%	129	1.2%	16	0.2%	201	4.4%
YA-AV	311	2.8%	481	4.7%	466	6.6%	1258	4.4%
Total	11138		10322		7079		28539	
All items borrowed by nonresidents	296	2.7%	598	5.8%	131	1.9%	1025	3.6%

**Salary Ordinance 2012
Updated 8/13/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Nancy Hughes	Page	\$7.25	7/12/12	10	R
Rachel Kuhn	Page	\$7.25	7/16/12	10	R
Melissa Smith	Library Assistant II	\$11.96	7/16/12	40	R

We have hired two pages for the Rensselaer Library and promoted Melissa Smith from Clerk to Library Assistant II. Melissa moved up from Clerk to Assistant II replacing Jamie Jones who replaced Rayann Gilmore in a lateral move last month. The pages were hired to replace pages who advanced to clerk positions within the library.

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 8/13/12.

<u>Marionne Sayler</u>	<u>Janet Umblau</u>
<u>Agell B. Harper</u>	<u>Timothy Schuch</u>
<u>Jody M. H.</u>	
<u>Natalie G. Waling</u>	

Blu-ray, VHS and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older, or 17 years of age and younger, with a consent form signed by a parent/legal guardian to borrow Blu-ray/VHS/DVDs.
3. Loan period for entertainment Blu-ray/VHS/DVDs will be ~~two~~ three days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/, ~~nonfiction VHS/ and nonfiction~~ DVDs will be three weeks.
4. Entertainment Blu-ray/VHS/DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations or other entities borrowing Blu-ray/VHS/DVDs for public performance may obtain an extended loan. It is the group's responsibility to determine that the Blu-ray/VHS/DVDs has been cleared for public performance.
5. Each person may borrow three (3) entertainment Blu-ray, ~~two (2)~~ three (3) entertainment VHS, ~~two (2)~~ three (3) entertainment DVDs, three (3) nonfiction Blu-ray and ~~two (2)~~ three (3) nonfiction VHS, and ~~(2) and~~ three (3) nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on Blu-ray, VHS or DVDs except in the following situations:

A teacher or student wishing to use a Blu-ray, VHS or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a Blu-ray/VHS/DVD may also reserve the item for a specific date. In all cases, the Blu-ray/VHS/DVD may not be reserved more than 7 days prior to the date needed.

If an ~~item~~ entertainment Blu-ray/VHS/DVD is not available, the patron may request that staff place a hold on the desired item if it is currently on the shelf at another branch. In addition patrons wishing to reserve a non-fiction Blu-ray/VHS/DVD may ~~do so if staff places the hold for them~~ request that staff place a hold on the desired item.

Adopted 5/94; revised 8/12

Food, Tobacco, Drug and Alcohol Policy

Food is prohibited in all public areas of the library, ~~excluding the~~ **except for the** meeting rooms and the coffee café area at the Wheatfield Library.

Non-alcoholic beverages carried in covered containers are allowed in public areas of the library. Use of alcoholic beverages is prohibited on all library property.

State Law prohibits smoking within eight (8) feet of the public entrance. The use of tobacco products **inside the library** is not permitted. ~~in any part of the library buildings.~~

The unlawful manufacture, distribution, dispensing, possession or use of any controlled substances is prohibited on library property. Violations will be reported to local law enforcement authorities.

8/94; **revised 8/12**

Walking Books Policy

Our Walking Books Service is available to residents of the Jasper County Public Library service district who are homebound, either on a permanent or temporary basis. Delivery may be door to door at the discretion of the library.

Books, magazines, audiobooks, computer software, non-fiction videos, and CDs will circulate for 6 weeks, with one renewal of three weeks when necessary. Entertainment VHS and DVDs videos check out for one week, with renewals as needed.

Patrons are not charged overdue fines

Patrons are expected to be appropriately attired when receiving library services and behave in a manner that is in keeping with the Library Behavior Policy.

4/98; revised 8/12

Operating Fund Appropriations 2013 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2013.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.

Operating Budget-

For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

Allows for up to a 3% increase in January. The Board determines salary increase at December board meeting.

Added 4 hours to Carolyn DeVries position at Wheatfield and promoted her from Assistant I to Assistant II classification.

PERF employer contribution rate 9.75% in 2013. This percentage is dictated to us.

Unemployment rate estimated at 0.7% (max is \$66.50 per employee). (We get firm figures close to year end.)

Health Insurance rate increase was estimated at 15%. We expect to have firm figures at November Board meeting. We budgeted for one additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products

2.23 Other Operating Supplies

Osby Chemicals; redout; fluorescent tubes; outdoor bulbs; ice melt; trash bags; batteries; etc.

2.31 Building Materials and Supplies

Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies

For improvements to our buildings

2.33 Repair Parts

parts for toilet repairs, vacuum, lights

2.41 Library Supplies

For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services

Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, COBRA admin fee, Water Testing;

3.21 Telephone

3.22 Postage

3.23 Mileage

Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)—

Registration fees, hotel/meal expenses; our system has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff.

3.25 Freight/Express—

Book/nonprint shipping

3.26 Network Expenses-

It is expected that we will be reimbursed for these costs or most of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency.

3.31 Advertising and Public Notices

Legal ads; help wanted ads

3.33 Marketing/Advertising

Publicity ads; booth rental

3.41 Official Bonds

Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance

Building insurance; D & O liability insurance

3.51 Gas

Based on history

3.52 Electricity

Based on history

3.53 Water

We have seen an increase in this expense.

3.54 Waste Disposal Service

Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures

	2011	2012	2013
Telephone System	\$0	\$0	\$250
Pest control-trees + exterminators	\$825	\$810	\$1,600
Boiler inspection	\$175	\$175	\$200
Elevator inspection (3% inc)	\$120	\$120	\$120
Fertilization, landscape grub control	\$2500	\$2000	\$2,300
Lawn/landscaping/mulch	\$4000	\$8045	\$12,500
snow removal	\$4500	\$7500	\$6,500
Building repairs-Precision, Ziese, etc.	\$35,000	\$39,750	\$30,000
Tree Trimming	\$0	\$0	\$1,000
IDEM drinking water fee	\$200	\$200	\$200
NORWEJ hookup fee	\$0	\$0	\$500
Parking Lot-replacement lights/stripping			\$3,500
Locksmith			250
TOTAL	\$47,320	\$58,600	\$58,920

3.62 Equipment Repairs

Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals

DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues

Incolsa ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts

	2011	2012	2013
Chester A.R.C.	\$155	\$165	\$0
Chester A.R.C. Win agents	\$79	\$89	\$0
Roeing A.R.C. Win/xchange	\$278	\$300	\$0
Pro Account (Flickr)	\$25	\$25	\$25
Precision Controls	\$7,350	\$7,688	\$8,290
Simplex	\$0	\$0	\$0
Copiers (Heritage)	\$800	\$850	\$325
Copiers (Netwise)	\$2,200	\$1,951	\$2,800
Copiers (Cardinal)	\$1,200	\$1,521	\$1,600
Elevator	\$1,912	\$1,440	\$1,528
AVC (financial acctg)	\$1,200	\$1,260	\$1,380
Unique Management	\$3,200	\$3,400	\$3,650
Domain Registration	\$37	\$43	\$45
Pillow Express	500	\$550	\$550
TLC	\$39,882	\$41,700	\$38,158
Traffic Prioritization	\$0	\$300	\$0
Public WebBrowser	\$125	\$125	\$125
Softtrack metering software	\$0	\$912	\$914
HP Warranty-Intranet	\$0	\$115	\$0
HP Warranty-web	\$0	\$210	\$0
Astaro Firewall –returns 2015	\$756	\$0	\$0
Roeing	\$20,000	\$34,000	\$34,000
Engaged Patrons Events	\$229	\$229	\$229
HP Warranty-other servers	\$0	\$754	\$0
Hamstra (used to be Bloomfield)	\$2,450	\$2,480	\$1,208
W Irrigation Management-Orban	\$600	\$600	\$750
McDaniel Fire Alarm Inspection	\$2,700	\$2,700	\$2,700
Astaro Email Filtering	\$1,115	\$2,800	\$0
PC Cop Management	\$0	\$1,250	\$1,240
Contentdm	\$0	\$0	\$0
E Trust Anti Virus	\$0	\$0	\$0
Microfilm Maintenance	\$0	\$1,670	\$1,700
Email Archiving	\$0	\$0	\$1,357
Tech Logic Self-Check	\$1,200	\$1,200	\$1,200
Direct Deposit	\$636	\$450	\$460
PLINKET Web Hosting	\$0	\$0	\$0
D & S Web Hosting	\$240	\$240	\$480
CG Smart Shield	\$194	\$200	\$231
Cymphonix Web Filtering	\$2,500	\$0	\$0
NOD 32	\$0	\$1,170	\$1,800
TOTAL	\$91,563	\$112,387	\$106,745

4.3 Improvements

4.4 Equipment \$39,255

- (A) typewriter for Business Office \$750
- (W) misc. needs \$500
- (D) 8 office chairs \$1250
- (R) 2-Dahlia chairs/chair for Jamie/book cart \$800
- (S) server project hardware \$23,435
- (S) 5 replacement pcs \$5,500
- (S) backup tapes \$350
- (S) Dual Monitors for Tech \$720
- (S) misc items (flash drives, keyboards, mice, back-up tapes, etc.) \$2,000
- (S) contingency item (for various items that may stop working and need replacing) \$3000
- (T) unexpected need \$500
- JCPL Literacy Committee need \$450

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve budgets for BIRF (Bond & Interest Redemption Fund), and the LIRF (Library Improvement Reserve Fund).

Fund Name	Budget
Library Operating Fund	\$2,374,770
Library Improvement Reserve Fund	\$21,360
Bond & Interest Redemption Fund	\$318,410
Capital Projects Fund	\$0
Rainy Day Fund	\$0

	2009 Disbursed	2010 Disbursed	2011 Budget	2011 Disbursed full year	2012 Budget	2012 Disbursed 6/30/2012	2013 Proposed Budget	% of Total 2013 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$54,704	\$56,676	\$57,866	\$57,818	\$59,592	\$29,915	\$61,818	
1.12 Salary of Assistants	\$915,686	\$956,918	\$1,010,295	\$987,681	\$1,043,191	\$514,881	\$1,044,764	
1.13 Wages of Janitor	\$58,185	\$62,395	\$54,774	\$66,585	\$69,120	\$27,626	\$67,047	
1.2 Employee benefits								
1.21 Employer: FICA	\$76,449	\$78,302	\$85,905	\$82,294	\$89,651	\$42,254	\$89,783	
1.22 Unemployment Comp	\$4,116	\$4,019	\$4,658	\$2,590	\$3,324	\$1,600	\$3,329	
1.23 Employer: PERF	\$66,142	\$68,863	\$71,267	\$71,752	\$76,128	\$36,849	\$89,783	
1.24 Employer: Group Insur.	\$76,419	\$82,527	\$100,029	\$79,878	\$98,002	\$49,067	\$112,764	
1.3 Other personal services								
1.31 Other personal services	\$0	\$0	\$0	\$0				
Total Personal Services	\$1,251,701	\$1,309,700	\$1,384,794	\$1,348,597	\$1,439,008	\$702,192	\$1,469,287	63.5%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$630	\$435	\$325	\$492	\$425	\$209	\$600	
2.12 Stationery/printing	\$140	\$258	\$300	\$0	\$450	\$216	\$450	
2.13 Other office supplies	\$9,106	\$6,157	\$7,500	\$5,987	\$7,000	\$3,939	\$8,000	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$6,489	\$5,971	\$6,000	\$5,331	\$6,000	\$2,977	\$6,500	
2.22 Fuel/oil/lubricants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2.23 Other operating supplies	\$5,430	\$5,181	\$6,200	\$5,742	\$6,200	\$4,301	\$8,000	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$669	\$822	\$1,000	\$3,616	\$2,500	\$272	\$2,500	
2.32 Painting supplies	\$556	\$65	\$200	\$96	\$150	\$477	\$200	
2.33 Repair parts	\$575	\$882	\$700	\$1,960	\$2,500	\$683	\$3,000	
2.4 Other supplies								
2.41 Library supplies	\$11,669	\$13,142	\$13,400	\$10,139	\$14,600	\$6,879	\$14,790	
2.42 Marketing supplies	\$204	\$98	\$200	\$170	\$100	\$0	\$50	
Total Supplies	\$35,469	\$33,011	\$35,825	\$33,533	\$39,925	\$19,952	\$44,090	2%

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	2009 Disbursed	2010 Disbursed	2011 Budget	2011 Disbursed full year	2012 Budget	2012 Disbursed 6/30/2012	2013 Proposed Budget	% of Total 2013 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.12 Engineer/Arch Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.13 Legal services	\$8,379	\$1,388	\$5,000	\$408	\$4,000	\$2,564	\$5,000	
3.14 Other profess. services	\$4,384	\$3,821	\$5,065	\$3,556	\$5,000	\$2,970	\$13,000	
3.145 Databases/Licensing Serv	\$0	\$0	\$0	\$0	\$0	\$10,634	\$20,795	
3.146 E-Books Services	\$0	\$0	\$0	\$0	\$0	\$0	\$12,300	
3.2 Communication/Transportation								
3.21 Telephone	\$5,462	\$4,191	\$4,000	\$3,743	\$5,000	\$1,724	\$4,200	
3.22 Postage	\$3,292	\$2,181	\$4,000	\$2,460	\$3,000	\$1,553	\$3,200	
3.23 Traveling expenses	\$21,369	\$17,159	\$22,000	\$17,183	\$21,000	\$8,925	\$20,000	
3.24 Professional mtgs	\$5,976	\$7,473	\$8,000	\$5,661	\$8,000	\$5,177	\$7,000	
3.25 Freight/Express	\$1,384	\$1,800	\$1,500	\$1,725	\$1,500	\$641	\$1,500	
3.26 Network expenses	\$2,120	\$1,601	\$35,400	\$943	\$35,400	\$0	\$59,540	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	\$750	\$697	\$1,000	\$331	\$800	\$87	\$800	
3.32 Printing (not offc. supply)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.33 Marketing advertising	\$741	\$901	\$1,000	\$1,000	\$1,300	\$1,333	\$1,500	
3.4 Insurance								
3.41 Official bonds	\$0	\$150	\$150	\$256	\$200	\$200	\$250	
3.42 Other insurance	\$26,655	\$23,364	\$26,000	\$21,012	\$26,000	\$12,581	\$27,500	
3.5 Utility services								
3.51 Gas	\$22,813	\$18,327	\$50,000	\$21,316	\$30,000	\$12,398	\$30,000	
3.52 Electricity	\$67,642	\$68,646	\$70,000	\$75,335	\$75,000	\$39,055	\$85,000	
3.53 Water	\$1,102	\$1,300	\$2,000	\$1,267	\$1,600	\$850	\$2,000	
3.54 Waste disposal service	\$4,668	\$4,446	\$5,100	\$5,482	\$5,400	\$2,806	\$5,700	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	\$43,973	\$61,736	\$47,320	\$76,763	\$58,600	\$26,940	\$58,920	
3.62 Equipment	\$1,877	\$1,211	\$1,200	\$404	\$1,000	\$0	\$880	
3.7 Rentals								
3.71 Real estate	\$0	\$0		\$0	\$0	\$0	\$0	

		2009 Disbursed	2010 Disbursed	2011 Budget	2011 Disbursed full year	2012 Budget	2012 Disbursed 6/30/2012	2013 Proposed Budget	% of Total 2013 budget
3.72	Equipment	\$241	\$245	\$250	\$697	\$300	\$341	\$650	
3.91	Dues	\$2,521	\$458	\$2,220	\$2,291	\$2,200	\$2,216	\$2,800	
3.92	Interest on loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.93	Taxes/Assessments	\$0	\$0	\$325	\$1	\$325	\$0	\$325	
3.94	Transfer to LIRF	\$30,000	\$30,000	\$50,000	\$35,000	\$100,000	\$0	\$120,000	
3.95	Book reimbursement	\$673	\$599	\$125	\$380	\$50	\$470	\$500	
3.96	Petty cash	\$0	\$0	\$120	\$0	\$120	\$0	\$120	
3.97	Interview/moving expense								
3.98	Maintenance/service contr	\$95,668	\$85,548	\$91,563	\$79,916	\$112,397	\$32,767	\$106,745	
	Total Other Services/Charge	\$351,693	\$337,240	\$433,338	\$357,129	\$498,192	\$166,233	\$590,225	22%
	4 CAPITAL OUTLAYS								
4.1	Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.2	Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.3	Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.4	Furniture/equipment	\$6,969	\$13,160	\$11,625	\$7,717	\$33,550	\$1,443	\$39,255	
	4.5 Other capital outlays								
4.51	Books	\$136,352	\$131,713	\$147,000	\$141,679	\$150,000	\$62,514	\$150,000	
4.52	Periodicals,newspapers	\$19,472	\$20,688	\$22,000	\$21,445	\$25,000	\$10,816	\$25,000	
4.53	Nonprint materials	\$58,909	\$67,287	\$78,500	\$72,166	\$81,000	\$19,359	\$56,913	
	Total Capital Outlays	\$221,702	\$232,849	\$259,125	\$243,007	\$289,550	\$94,132	\$271,168	13%
	FUND TOTAL	\$1,860,564	\$1,912,799	\$2,113,082	\$1,982,268	\$2,266,675	\$982,509	\$2,374,770	

JCPL FINANCIAL STATEMENT

July 31, 2012

	<u>Beginning 2012 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$402,763.39	\$169,797.08	\$1,152,306.21	\$76,273.37	\$1,339,749.47	\$590,206.65
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00
Gift Fund	\$8,652.97	\$1,301.49	\$6,591.98	\$482.38	\$8,551.70	\$10,612.69
DeMotte	\$1,880.46	\$134.48	\$1,617.99	\$168.38	\$1,971.53	\$2,234.00
Rensselaer	\$4,953.13	\$244.19	\$3,120.69	\$264.00	\$4,367.66	\$6,200.10
Wheatfield	\$1,819.38	\$922.82	\$1,853.30	\$50.00	\$2,212.51	\$2,178.59
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$0.00	\$37.65	\$338.93	\$236,965.53
Bond & Interest Redemption Fund	\$362,848.59	\$160,613.75	\$317,847.50	\$0.00	\$88,820.15	\$133,821.24
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$3,407.19	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$885.00	\$6,195.00	\$0.00	\$0.00	\$2,598.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$87.36	\$29,959.99	\$1,244,584.02
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$121,995.56	\$0.00	\$9,387.77	\$9,387.53
Sales Tax	\$45.19	\$0.00	\$44.36	\$3.99	\$47.90	\$48.73
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,995.84	\$58,285.60	\$7,995.84	\$58,285.60	\$0.00
FICA Tax Collected	\$0.00	\$4,972.97	\$36,180.41	\$4,972.97	\$36,180.41	\$0.00
State Tax Collected	\$3,421.24	\$3,533.05	\$24,159.54	\$3,336.45	\$24,074.70	\$3,336.40
County Tax Collected	\$2,546.79	\$2,671.20	\$18,155.01	\$2,490.98	\$18,099.25	\$2,491.03
Deferred Comp.	\$0.00	\$2,680.00	\$18,730.00	\$2,680.00	\$18,730.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,346.13	\$23,422.92	\$3,346.15	\$23,422.81	(\$0.11)
Employee Life Insur.	\$0.00	\$135.16	\$955.12	\$135.16	\$955.12	\$0.00
Employee P.E.R.F.	\$6,922.62	\$7,180.34	\$21,230.77	\$2,300.92	\$16,609.07	\$2,300.92
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$365,112.01	\$1,806,149.98	\$104,193.22	\$1,676,670.06	\$2,541,501.65

Bank Balances**Jasper County Public Library***Report as of:* 7/31/2012

<i>Bank</i>		
1	Alliance Bank	\$796,347.71
2	Demotte State Bank	\$3,013.42
3	Alliance Bank-LIRF Acct	\$236,965.53
4	PNC Bank	\$4,904.99
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$0.00
10	Kentland Bank CD#400043193	\$275,000.00
11		

Total all banks =	\$2,541,501.65
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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/2012 To 7/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$34,915.36	\$24,676.64	58.6
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$82,636.09	\$597,516.70	\$445,674.30	57.3
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$3,726.59	\$31,352.37	\$37,767.63	45.4
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$6,733.34	\$48,987.76	\$40,663.24	54.6
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$599.28	\$2,199.29	\$1,124.71	66.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$18,829.56	\$55,679.03	\$20,448.97	73.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$20.70	\$98,022.70	\$8,175.91	\$57,243.06	\$40,779.64	58.4
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$125,701.43	\$827,893.57	\$611,135.13	57.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$208.81	\$216.19	49.1
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$215.50	\$234.50	47.9
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$662.01	\$4,600.80	\$2,399.20	65.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$156.08	\$3,133.16	\$2,866.84	52.2
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$308.85	\$4,610.31	\$1,589.69	74.4
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$78.76	\$350.36	\$2,149.64	14.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$476.76	(\$326.76)	317.8
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$105.29	\$788.56	\$1,711.44	31.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$870.37	\$7,749.44	\$6,850.56	53.1
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$2,181.36	\$22,133.70	\$17,791.30	55.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,564.00	\$1,436.00	64.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$300.00	\$3,269.64	\$1,730.36	65.4
3.145 DATABASES & LICENSING SERVICES	\$0.00	\$21,193.00	\$21,193.00	\$2,714.56	\$13,348.71	\$7,844.29	63.0
3.146 E-BOOKS SERVICES	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$164.91	\$1,889.32	\$3,110.68	37.8
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$102.80	\$1,656.06	\$1,343.94	55.2
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$676.43	\$9,601.57	\$11,398.43	45.7
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$61.00	\$5,238.29	\$2,761.71	65.5
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$134.51	\$775.98	\$724.02	51.7
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$87.33	\$712.67	10.9
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,332.90	(\$32.90)	102.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$773.00	\$13,353.50	\$12,646.50	51.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$233.89	\$12,631.62	\$17,368.38	42.1
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$7,936.91	\$46,991.95	\$28,008.05	62.7
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$108.55	\$958.55	\$641.45	59.9
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$490.20	\$3,296.20	\$2,103.80	61.0
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$2,324.65	\$29,264.72	\$29,335.28	49.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$233.00	\$233.00	\$767.00	23.3
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$350.65	(\$50.65)	116.9
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$2,215.84	(\$15.84)	100.7
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$306.23	\$356.23	\$0.00	\$470.02	(\$113.79)	131.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$11,017.99	\$43,785.10	\$68,611.90	39.0
Subtotal	\$498,192.00	\$28,499.23	\$526,691.23	\$27,282.35	\$193,514.95	\$333,176.28	36.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$432.19	\$1,875.47	\$31,674.53	5.6
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$11,027.95	\$73,541.70	\$79,617.52	48.0
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$127.99	\$10,944.47	\$14,055.53	43.8
4.53 NONPRINTED MATERIALS	\$81,000.00	(\$27,943.55)	\$53,056.45	\$3,043.81	\$22,402.35	\$30,654.10	42.2
Subtotal	\$289,550.00	(\$24,784.33)	\$264,765.67	\$14,631.94	\$108,763.99	\$156,001.68	41.1
Grand Total	\$2,266,675.00	\$3,735.60	\$2,270,410.60	\$169,797.08	\$1,152,306.21	\$1,118,104.39	50.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 7/1/2012 To 7/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$630.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$245,000.00	\$0.00	\$245,000.00	\$125,000.00	\$245,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$72,218.00	\$0.00	\$72,218.00	\$34,983.75	\$72,217.50	\$0.50	100.0
Subtotal	\$317,848.00		\$317,848.00	\$160,613.75	\$317,847.50	\$0.50	100.0
Grand Total	\$317,848.00	\$0.00	\$317,848.00	\$160,613.75	\$317,847.50	\$0.50	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3D

Voucher List

Jasper County Public Library

Report Date: From 7/1/2012 To 7/31/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31432	523	AARON'S LAWN CARE	7/9/2012	Lawn care, 5/29-6/27/12	\$585.00
0	524	ALLIED WASTE SERVICES #71	7/10/2012	Trash Pick-Up @ Whtfld, July	\$53.90
0	525	GREAT-WEST RETIREMENT S	7/9/2012	Annuity Withheld from 10 July 12 Payroll (Online Conf #UB8BKUG2)	\$1,340.00
0	526	INDIANA DEPARTMENT OF RE	7/20/2012	State & County Taxes w/held 20 July 12 Payroll, ref #39859 Verification #25	\$6,204.25
0	527	IRS USA TAXPAYMENT	7/11/2012	EFT-FICA & Federal Taxes w/held 10 July 12 Payroll, Ref #44413491	\$9,951.92
0	528	JOSEPH ZELLON	7/10/2012	Courier Mileage, 6/16-30, 2012 (conf #ZB6TUD2)	\$333.00
0	529	PAYROLL	7/10/2012	PAYROLL	\$46,236.74
31433	530	ALLSTATE SIGN & PLAQUE CO	7/9/2012	No Smoking signage - Rens	\$41.77
31434	531	ANTHEM BLUE CROSS BLUE S	7/9/2012	19-Health/Dental Premiums-July	\$11,138.98
31435	532	ANTHEM LIFE	7/9/2012	Life Ins premiums-July 2012	\$99.54
31436	533	BAKER & TAYLOR	7/9/2012	Books, Continuations, DVDs, Gift Bks	\$9,039.09
31437	534	BAKER & TAYLOR ENTERTAIN	7/9/2012	DVDs	\$617.98
31438	535	BANK OF NEW YORK MELLON	7/9/2012	Bond Payment of 2004	\$159,983.75
31439	536	BETH REASONER	7/9/2012	Craft Materials-DeM Children	\$14.48
31440	537	BIERMA HARDWARE, INC.	7/9/2012	Cork pad, faucet aerator, flood lights, ant killer	\$23.25
31441	538	BLUETARP FINANCIAL, INC	7/9/2012	Screws, Sprinkler	\$16.95
31442	539	BRODART CO.	7/9/2012	Wall-Mounted Sign Holders	\$84.14
0	540	ALLIANCE BANK	7/9/2012	Direct deposit fees-June; Annual Support Fee	\$77.10
31443	541	CAPITAL ONE BANK (USA), NA	7/9/2012	Adult Summer Rding Supplies, Summer Rding Prizes, Books for Summer Rding, 2013 Planners, Books, Children's Supplies, B2B Expenses, Rights to Domain Name	\$706.16
31444	542	CARROT-TOP INDUSTRIES, IN	7/9/2012	1/4" White Wire Flag Rope and Snaphook	\$78.76
31445	543	CHESTER TECHNOLOGIES	7/9/2012	Printmaster Software	\$963.00
31446	544	CMS, INC.	7/9/2012	Software Tech. Support, Mtnce, Licenses-2011	\$1,238.83
31447	545	COMMUNITY MEDIA GROUP, I	7/9/2012	KV Post subscription, Wheatfield & Rens., 1 yr thru 7/28/2013	\$110.00
31448	546	CULLIGAN OF KOUTS	7/9/2012	Water Cooler Rental -Whtfld - July	\$9.95
31449	547	DAVIDSON TITLES INC.	7/9/2012	Books	\$37.91
31450	548	DEMCO	7/9/2012	Book Pockets, Book Jackets, Tape	\$670.41
31451	549	DIANA KOOY	7/9/2012	Tumblers for Children's Program	\$7.84
31452	550	ENA SERVICES LLC	7/9/2012	Internet Access-June 2012	\$885.00
31453	551	GALE	7/9/2012	Books	\$1,211.93
31454	552	GOODWIN FIRE EQUIPMENT, I	7/9/2012	Fire Extinguisher inspection & maintenance-DeM & Wh. Lib.	\$233.00
31455	553	INDIANA DEPT. OF WORKFOR	7/9/2012	Unemployment Compensation Ins,2nd Qtr 2012	\$599.28
31456	554	INDIANA INSURANCE COMPA	7/9/2012	Worker's Comp Insurance due from 2011 Audit	\$773.00
31457	555	INFOGROUP	7/9/2012	Indiana State Business Directory	\$620.00
31458	556	INPRS fbo PERF	7/9/2012	2nd Qtr PERF employer & employee contributions	\$26,009.90
31459	557	INTELLIGENT CLEANING SYST	7/9/2012	Multifold Towels, Kitchen Roll Towels	\$134.20
31460	558	JASPER COUNTY HISTORICAL	7/9/2012	Vintage View #19	\$10.00
31461	559	KIM DELGER	7/9/2012	Book Discussion Expenses	\$95.00
31462	560	KOLORTECH, INC.	7/9/2012	Light bulbs	\$250.00
31463	561	LAZZARO COMPANIES, INC	7/9/2012	Bottom Door Seal for Mechanical Room-Ren	\$100.00
31464	562	MARK SMALL	7/9/2012	Summer Reading Program	\$450.00
31465	563	MIDWEST COLLABORATIVE F	7/9/2012	Online Databases (Ancestry Library, Heritage Quest, Tumblebooks)	\$2,714.56
31466	564	MIDWEST TAPE	7/9/2012	DVDs	\$63.97

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31467	565	NANCY PHILLIPS	7/9/2012	Ice Cream Social Expenses	\$18.68
31468	566	OFFICE DEPOT	7/9/2012	Toner, HP Laserjet Cartridges, Speciality, Copy, & Contact Paper, Reinforcement Holes, Paper Clips, CD-DVD File Holders, Golf Pencils & correct prior fund entries for CD Vaultz file folders	\$528.39
31469	567	ORIENTAL TRADING CO., INC	7/9/2012	Ch. Program door prize/raffle tickets	\$52.50
31470	568	PAT KOPANDA	7/9/2012	Fairchild Family History book	\$40.00
31471	569	PATTY STRINGFELLOW	7/9/2012	Mileage:Mgmt, Positivity Team Mtg, SET (Stronger Economies Together) Mtg	\$73.26
31472	570	PEGGY WOODS	7/9/2012	Mileage: Post Office, Bank Deposits, AV shopping trip, Deliver Bd Packets (May--June)	\$12.65
31473	571	POSTMASTER	7/9/2012	Stamps: 60-\$.01; 60-\$.02; 100-\$.03; 80-\$.05; 80-\$.10; 40-\$.65; 60-\$.100	\$102.80
31474	572	QUILL CORPORATION	7/9/2012	Copy Paper, Labels, Pens, Toner, post-its, 3-hole punch, finger pads, dry-erase markers	\$337.51
31475	573	RACO INDUSTRIES	7/9/2012	Hands-free Scanner & stand, cable	\$245.49
31476	574	RAINBOW BOOKS	7/9/2012	Ch. Books	\$907.05
31477	575	REBECCA AMALONG	7/9/2012	Mileage: Mgmt Mtg	\$24.42
31478	576	RMC IMAGING, INC	7/9/2012	Annual Mtnc ST-200 Scanner & Companion Scanner, 7/14/12-7/13/13	\$1,657.50
31479	577	ROEING CORP.	7/9/2012	3rd Installment for Tech Support; printer adapter cable, HP Laserjet P1102W Printer	\$7,829.93
31480	578	STANDARD & POOR'S CORP.	7/9/2012	S&P outlook Subscription-Annual	\$243.75
31481	579	SVT, LLC	7/9/2012	Teen Program Expenses	\$38.06
31482	580	TLC HOME IMPROVEMENTS, L	7/9/2012	Mulch, red 10 yds delivered	\$415.00
31483	581	TOWN OF DEMOTTE	7/9/2012	Sewer Fee - June	\$69.80
31484	582	TOWN OF WHEATFIELD	7/9/2012	Sewer Fee - July	\$56.65
31485	583	TRUGREEN CHEMLAWN	7/9/2012	Grub Control, Lawn Fertilization, Crab tree Insect Control Application	\$349.65
31486	584	UNIQUE MANAGEMENT SERVI	7/9/2012	May & June Initial & Secondary Collections	\$504.91
31487	585	THE BANK of NEW YORK MELL	7/9/2012	Administrative Annual Fee, 7/1/12-6/30/13 -Bond of 2004	\$630.00
31488	586	VISION SERVICE PLAN- (IN)	7/9/2012	Vision Insurance Premiums-July	\$209.20
31489	587	WAL-MART COMMUNITY/GEM	7/9/2012	Children Prog Supplies-Expenses-Prizes, Bk Cleaning Wipes, Rust Remover, DVDs	\$730.38
31490	588	WASTE MANAGEMENT	7/9/2012	DeMotte Trash Pick-Up, July	\$60.50
31491	589	NIPSCO	7/9/2012	Wh Utilities, 6/1-7/2/12	\$2,376.61
0	590	SIGNS BY DAVE	7/10/2012	VOID Check #314410 & A/P Voucher #494 (wrong vendor)	(\$185.00)
31492	591	WEAVER TREE SERVICE	7/9/2012	Trim 39 Trees @ Rens Lib.	\$975.00
0	592	CENTURYLINK	7/9/2012	Rens. Local Telephone Service-July (ONLINE Ref # HB8B9U7E)	\$110.80
31493	593	DUCKWALL-ALCO STORES, IN	7/9/2012	Storytime Crafts & Jasper Co Fair Prog.crafts	\$16.37
0	594	PAYROLL	7/25/2012	PAYROLL	\$45,126.60
0	595	AFLAC	7/25/2012	supplemental insurance withheld from 7/25/12 payroll. (online payment conf#J8PBCUX6)	\$209.48
0	596	CENTURYLINK	7/25/2012	local telephone service. July (online payment conf#9BFBFU26)	\$54.11
0	597	CITY OF RENSSELAER	7/25/2012	utilities-Rensselaer, 6/8-7/9/12 (online pymt conf# PBZB2UTF)	\$3,159.77
0	598	GREAT-WEST RETIREMENT S	7/25/2012	annuity withheld from 7/25/12 payroll. (online pymt conf#HB1BEU27)	\$1,340.00
0	599	IRS USA TAXPAYMENT	7/26/2012	EFT- FICA & Fed taxes withheld from 7/25/12 payroll.	\$9,750.23
0	600	JOSEPH ZELLON	7/25/2012	courier mileage 7/1-7/15/12 (online pymt conf# SBWBIUPF)	\$233.10
0	601	NIPSCO	7/25/2012	utilities-Demotte 6/6-7/9/12 (online pymt conf# KB1B5U4F)	\$2,992.32

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$365,112.01

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, July 31, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

July 31, 2012

F5a

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,608.75	\$20,360.02
DeMotte	\$880.18	\$6,578.70		
Rensselaer	\$1,043.40	\$8,497.86		
Wheatfield	\$685.17	\$5,283.46		
PHOTOCOPIES:			\$689.85	\$5,810.58
DeMotte	\$270.85	\$2,434.82		
Rensselaer	\$286.00	\$2,201.21		
Wheatfield	\$133.00	\$1,174.55		
INTEREST (Checking, Repurchase, CDs):			\$207.34	\$1,177.42
TAXES:			\$72,710.64	\$1,225,614.40
Property Tax	\$0.00	\$610,740.68		
LOIT	\$17,903.58	\$125,325.06		
License Excise Tax	\$0.00	\$53,159.84		
Financial Institution Tax	\$0.00	\$1,518.90		
CVET(Commercial Vehicle Excise)	\$0.00	\$7,473.80		
Local Option/Certified Shares	\$45,173.41	\$360,708.83		
Local Option/Property Tax Repl.	\$9,633.65	\$66,687.29		
TAXABLE SALES:			\$6.79	\$143.73
REFUNDS:			\$50.00	\$86,643.32
Rebates/Refund	\$0.00	\$601.35		
Insurance Claims/Reimbursements	\$0.00	\$10,292.22		
Meeting Room Rental	\$50.00	\$450.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$16.58		
Interfund Transfer	\$0.00	\$75,283.17		
TOTAL OPERATING FUND RECEIPTS:			\$76,273.37	\$1,339,749.47
PLAC FUND:			\$50.00	\$50.00
GIFT FUNDS:			\$482.38	\$8,551.70
DeMotte	\$168.38	\$1,971.53		
Rensselaer	\$264.00	\$4,367.66		
Wheatfield	\$50.00	\$2,212.51		
LIB. IMPROV. RESERVE FUND:			\$37.65	\$338.93
Interest Earned	\$37.65	338.93		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$88,820.15	\$0.00	\$88,820.15
Property Tax	\$0.00	\$59,696.44		
License Excise Tax	\$0.00	\$4,326.00		
Financial Institution Tax	\$0.00	\$123.60		
CVET(Commercial Vehicle Excise)	\$0.00	\$608.20		
Interfund Transfer	\$0.00	\$24,065.91		
RAINY DAY FUND:		\$3,407.19	\$0.00	\$3,407.19
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$3,407.19		
STATE TECHNOLOGY FUND GRANT FUND:		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$29,872.63	\$87.36	\$29,959.99
Interest Earned	\$87.36	\$7,313.51		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$22,646.48		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$9,387.77
SALES TAX:			\$3.99	\$47.90
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$76,934.75	\$1,480,313.10

F5b

WITHHOLDING ACCOUNT FUNDS:

			\$27,258.47	\$196,356.96
FIT Tax Collected	\$7,995.84	\$58,285.60		
FICA Collected	\$4,972.97	\$36,180.41		
State Tax Collected	\$3,336.45	\$24,074.70		
County Tax Collected	\$2,490.98	\$18,099.25		
Deferred Comp Plan	\$2,680.00	\$18,730.00		
Pre-tax Insurance Plans	\$3,346.15	\$23,422.81		
Life Insurance	\$135.16	\$955.12		
PERF	\$2,300.92	\$16,609.07		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$104,193.22	\$1,676,670.06

Voucher List**Jasper County Public Library****Report Date: From 8/1/2012 To 8/13/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	602	PAYROLL	8/10/2012	PAYROLL	\$51,115.97
0	603	GREAT-WEST RETIREMENT S	8/10/2012	Annuity withheld from August 10, 2012 payroll online conf# FB7B2UYVW	\$1,340.00
0	605	IRS USA TAXPAYMENT	8/13/2012	EFT- withheld from 10 Aug 12 payroll ref# 24544274	\$11,144.12
0	606	JOSEPH ZELLON	8/10/2012	courier mileage 7/16-7/31/12 online conf# HB2BJUVY	\$399.60
0	607	TOWN OF DEMOTTE	8/10/2012	Demotte sewer July online conf# 1BWBJUXY	\$71.90
0	608	TOWN OF WHEATFIELD	8/10/2012	Sewer Wheatfield Library for August online conf# XBGBYUKL	\$56.65
31494	609	A.M. Best Company, Inc.	8/13/2012	2012 Best's Key Rating Guide	\$168.95
31495	610	AARON'S LAWN CARE	8/13/2012	Mowing, edging, trimming, pruning, mulching 6/29-7/27/12	\$1,160.00
31496	611	ACE HARDWARE	8/13/2012	Restroom faucet repairs & signage hardware- DeM.	\$32.70
0	612	ALLIANCE BANK	8/13/2012	Direct deposit fees- July	\$37.20
31498	613	ALLIED WASTE SERVICES #71	8/13/2012	Wh. Lib. Trash- August	\$53.90
31499	614	ANGELA BARTON	8/13/2012	Mileage: B2B meeting, Book Salesman visit, Anniversary cake 6/21-7/31	\$56.61
31500	615	ANTHEM BLUE CROSS BLUE S	8/13/2012	Health premiums- August (19 employees)	\$11,138.98
31501	616	ANTHEM LIFE	8/13/2012	Life insurance premiums- August	\$99.54
31502	617	BAKER & TAYLOR	8/13/2012	Books, Continuations, AV, Auto. Yours	\$16,168.88
31503	618	BAKER & TAYLOR ENTERTAIN	8/13/2012	DVDs	\$438.24
31504	619	BETH REASONER	8/13/2012	Mileage: Storytime @ Jasper Co. Fair 7/16/12	\$27.75
31505	620	BLUETARP FINANCIAL, INC	8/13/2012	Keys, 2 extension cords (75ft outdoor heavy duty), hack saw blades, screws,	\$79.61
31506	621	CAPITAL ONE BANK (USA), NA	8/13/2012	office chairs, flash drives, DVDs, computer software, books, CDs, meeting expenses, Volunteer Appreciation expenses, CYPD registration, Anniversary recognition, Summer Reading prizes/expenses	\$4,473.14
31507	622	CARDINAL OFFICE PRODUCT	8/13/2012	DeM. Workroom copier quarterly maintenance fees	\$358.10
31508	623	CDW GOVERNMENT, INC	8/13/2012	3 Articulating arms for Digital Signs	\$316.13
31509	624	CENTER POINT PUBLISHING	8/13/2012	Largeprint book	\$30.14
31510	625	CULLIGAN OF KOUTS	8/13/2012	Water cooler rental & water- Wh. July	\$63.95
31511	626	CENTURYLINK	8/13/2012	Local phone service- August for Rens.	\$390.67
31512	627	D & S COMPUTER SERVICES	8/13/2012	Website Hosting quarterly pymt	\$120.00
31513	628	DAVIDSON TITLES INC.	8/13/2012	Books	\$35.07
31514	629	DAVIS WATER SERVICES, INC	8/13/2012	DeM. Tannin softener unit rental for Apr., May, June	\$90.00
31515	630	DEBORAH KRISTOFF	8/13/2012	Substitute Courier Mileage 7/5-7/6/12	\$66.60
31516	631	DEMCO	8/13/2012	Book tape, Polyfit Book jackets, Classification labels	\$131.04
31517	632	DEX ONE	8/13/2012	White & Yellow page listings quarterly pymt	\$88.50
31518	633	DUCKWALL-ALCO STORES, IN	8/13/2012	Summer Reading Program treats	\$7.98
31519	634	EMILY DURAN	8/13/2012	Mileage: AV trip	\$52.73
31520	635	ENA SERVICES LLC	8/13/2012	Internet access- July	\$1,041.00
31521	636	FLEX-PAC INC	8/13/2012	Hand soap, Kleenex, Bowl cleaner, Glass cleaner	\$477.06
31522	637	HP PRODUCTS CORP.	8/13/2012	Hand towels, Disinfectant cleaner, Gum remover, Trash bags	\$311.49
31523	638	GOODWIN FIRE EQUIPMENT, I	8/13/2012	Annual fire extinguisher inspection- Rens.	\$30.25
31524	639	HAINES & COMPANY, INC.	8/13/2012	Haines NW Indiana Directory 2012	\$355.50
31525	640	HERITAGE OFFICE PRODUCT	8/13/2012	Name tags & name plate	\$39.20
31526	641	INDIANA INSURANCE COMPA	8/13/2012	Semi-Annual Worker's Comp Insurance & Building Insurance	\$12,054.50
31527	642	JAMIE HANEY	8/13/2012	Timless Harpist program performer 9/11/12	\$150.00
31528	643	JEAN CRAWFORD	8/13/2012	Found book, refunding patron	\$9.44
31529	644	JODY BURTON	8/13/2012	Found book; refunding patron	\$13.54

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31530	645	KAPCO	8/13/2012	Book repair materials	\$185.73
31531	646	KOLORTECH, INC.	8/13/2012	Lightbulbs-outdoor	\$131.59
31532	647	KONE, INC.	8/13/2012	DeM. Quarterly elevator maintenance	\$370.80
31533	648	LIBRARY VIDEO COMPANY	8/13/2012	DVDs	\$515.53
31534	649	LINDA POORTENGA	8/13/2012	Mileage: Management meeting, B2B meeting, Librarians' Council meeting 6/14-8/1/12	\$118.77
31535	650	McDANIEL FIRE SYSTEMS, LL	8/13/2012	Wh. Fire alarm annual inspection contract	\$1,800.00
31536	651	MIDWEST TAPE	8/13/2012	DVDs	\$142.68
31537	652	NETWISE RESOURCES LLC	8/13/2012	Rens. Workroom copier maintenance contract- quarterly pymt	\$631.19
31538	653	NIPSCO	8/13/2012	Wh. Gas & Electric- July	\$2,384.07
31539	654	OFFICE DEPOT	8/13/2012	Filament tape, post-it notes, construction paper, B&W ink cartridges, Monthly desk calendar, dry erase board cleaner, manila folders,	\$241.25
31540	655	OSBY WATER CONDITIONING	8/13/2012	Wh. Water softener chemicals	\$100.00
31541	656	PATTY STRINGFELLOW	8/13/2012	Mileage: Branch visit, SET meeting, Librarians' Council meeting 7/30-8/1/12	\$67.16
31542	657	PHILLIP S. KUHNS	8/13/2012	Wh. No Smoking signage	\$260.00
31543	658	PRECISION CONTROL SYSTE	8/13/2012	DeM. Reset DMS twice; condensing unit tripped; oil pressure check; troubleshoot issues with VAV20 & VAV 5; backed up DMS; install/ wire & program phase monitor; Rens. Replaced belts on air handler	\$3,208.28
31544	659	PULASKI COUNTY PUBLIC LIB	8/13/2012	NILBA meeting (5 people)	\$125.00
31545	660	QUILL CORPORATION	8/13/2012	Post-it notes, 3 utility knives, 2 color ink cartridges	\$110.94
31546	661	RACHAEL CAVINDER	8/13/2012	Mileage: Management meeting, Storytime @ Jasper Co. Fair 7/12-7/17/12	\$37.74
31547	662	RACO INDUSTRIES	8/13/2012	6ft USB type A cable	\$30.50
31548	663	RENSSELAER CHAMBER OF C	8/13/2012	April, May, & June luncheon meetings	\$24.00
31549	664	ROTARY CLUB of RENSSELAE	8/13/2012	May & June dues & meals	\$99.00
31550	665	RORY McMAHAN	8/13/2012	Found book, patron refund	\$15.00
31551	666	SUE TOBIAS	8/13/2012	Mileage: Bank deposits, Post Office drop offs, Supply shopping 6/19-7/31/12	\$8.71
31552	667	SVT, LLC	8/13/2012	Teen program treats, Management meeting treats	\$41.55
31553	668	THE LIBRARY CORPORATION	8/13/2012	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2012- Aug. 2013	\$29,189.00
31554	669	TOWN OF DEMOTTE	8/13/2012	Spencer Park rental for Summer Reading program	\$75.00
31555	670	TRUGREEN CHEMLAWN	8/13/2012	Wh. Spray shrub beds for weeds	\$210.70
31556	671	UNIQUE MANAGEMENT SERVI	8/13/2012	July Initial & Secondary Collections	\$170.26
31557	672	VISION SERVICE PLAN- (IN)	8/13/2012	Vision Insurance premiums- August	\$209.20
31558	673	WAL-MART COMMUNITY/GEM	8/13/2012	Teen program expenses, aerosol rrom spray, children's supplies, batteries, double-side tape, DVDS, CDs	\$914.81
31559	674	THE WASHINGTON TIMES	8/13/2012	Washington Times National Weekly subscription expires 6/17/13	\$69.95
31560	675	WASTE MANAGEMENT	8/13/2012	DeM. Sewer- August	\$60.50
31561	676	THOMSON WEST	8/13/2012	Basic Legal Forms and Commentary with supplements 2012	\$168.50
31562	677	WHEATFIELD CHAMBER OF C	8/13/2012	Chamber Membership Dues 2012-2013- Wh.	\$100.00
31563	678	YVONNE DEL VECCHIO	8/13/2012	Mileage: Walking books visits, deliver Community Connection 6/1-7/18/12	\$33.02
0	679	JASPER COUNTY PUBLIC LIBR	8/6/2012	CD# 400042839 Matured	\$500,000.00
31564	680	JASPER COUNTY PUBLIC LIBR	8/10/2012	To Purchase CD# 400043306 for 365 days/1yr	\$500,000.00
31565	681	NIPSCO	8/13/2012	DeM. Utilities 7/9-8/6/12	\$2,722.89

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$1,158,869.95

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 13, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,158,869.95

Date this 13th day of August, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Sept

Sept



to Jasper Co. Library Board -

The staff put together
an Anniversary celebration
with food & cake and
gave me a Gift card to
the Lighthouse Restaurant
in Cedar Lake from the
library, board, & Friends. I
am eagerly anticipating
dinner there w/ my husband.
I thank you for the day
off as well & enjoyed a
shopping spree ⁱⁿ ^{trading}
Lafayette. I have enjoyed
my 25 yrs at library. Gail EVANS

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 10, 2012, 6pm
Wheatfield Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of August Board Meeting
Bills/Financial Reports
Policy Review (R 10)

General Business

2013 Budget Hearing (R 15)
Wheatfield Library Annual Report (R 15) Information
Alliance Bank-Authorization to Seek Information (R 15) Action
Drainage Assessment-Update (R 15) Information

Director's Report (R 15-R 18)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

August 13, 2012
Rensselaer Library

Present: Jody Melton, Mari Anne Sayler, Janelle Harper, Natalie Waling, Timothy Schultz, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore, & Gail Evans **Absent:** Deana George

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items, July Board Meeting Minutes, bills/financial reports, Blu-Ray, VHS and DVD Policy, the Food, Tobacco, Drug and Alcohol Policy, and Walking Book Policy revisions as presented, were approved on a motion J. Umlauf, second by J. Melton. Motion passed.

Oath of Office: The County Council appointed T. Schultz for another four-year term to the library board. T. Schultz took the Oath of Office for his fourth term as witnessed by the library board and signed the appointment document that will be filed in the County Clerk's Office.

Budget-2013:

Budget Committee comprised of T. Schultz, N. Waling, and D. George met with the Director and Business Managers to review 2013 budget recommendations on July 16. P. Stringfellow explained the process in developing the operating budget and how we arrived at figures for specific line items. At the Board meeting each board member received a comparison of past budgets and the proposed 2013 Operating budget along with a narrative description of the line items. T. Schultz, chairman of Budget Committee, explained that the library's 2013 budget stays within the Average Growth Quotient of 2.8% for 2013 as allowed by DLGF and would only be subject to the County Council's non-binding review. The total of the combined budgets for Operating, BIRF, LIRF, is \$2,714,540. On a motion by J. Melton, seconded by M. Sayler, the board moved to advertise the budgets. Motion passed. After meeting with our DLGF rep last month we filed our 2013 budgets with the County Auditor's Office for the council's review. This year the County Council is not requiring taxing units to be present for non-binding reviews.

Public Library Consortium Membership: Each year we must renew our commitment to join the consortium. As members, we are eligible to receive e-rate discounts for Internet Access that we receive through ENA. J. Umlauf moved, seconded by J. Harper to continue in the consortium.

Outdated Telephone Equipment: We have been storing our old Rensselaer Library telephone system and telephones in our electrical room since they were replaced in 2005. We contacted All Source, the original supplier who installed the ProStar phone system in 1992 who confirmed that the equipment is outdated and has no value. On a motion by J. Melton the board approved to discard the equipment. M. Sayler seconded the motion. Motion passed unanimously.

Director's Report: We are proceeding with the purchase/installation of automatic doors and security cameras at Rensselaer Library. The Jasper Foundation awarded a small grant for the security cameras and the balance will be funded with LIRF money.

The Wheatfield Library has received a painting donated in memory of Miriam Lawyer by her sister Doni Hoevel. The Board was appreciative of this gift that honors a former board member and active member of the Wheatfield Friends of the Library group.

We received a \$1000 grant from Jasper Foundation to help fund the purchase of PlayAway Views for each library.

P. Stringfellow has accepted an appointment on the MCLS (Midwest Collaborative Library Services) Board to complete a vacated At-Large position. MCLS is a non-profit Michigan corporation governed by a Board of Directors comprised of librarians elected from member libraries in Indiana and Michigan. Her term will expire in 2013, but she could be appointed to a new three-year term next year.

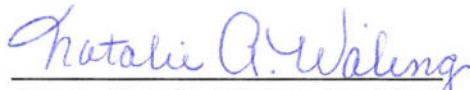
We received a notice from the Jasper County Drainage Board that the DeMotte Library will be annually billed \$400 for the cleanup of the DeHaan Ditch until work is completed, possibly 4-5 years from now. The hearing on this matter will be August 21st. Each parcel of land is assessed a \$40 maintenance fee, and the DeMotte Library tract is comprised of 10 parcels. P. Stringfellow will call Surveyor Vince Urbano for information on how to combine these parcels into one.

P. Stringfellow did forward a copy of the letter to the Trustees of the First Christian Church to Craig Jackson regarding Library use of the Church parking lot on busy days. The Trustees had not received the letter and thus requested a copy. C. Jackson contacted P. Stringfellow to say that the library's Workman's Comp insurance had recently contacted the church to say that a library employee had fallen on the church's sidewalk and that the library's insurance was subrogating the claim to the church's insurance. P. Stringfellow was aware of the employee fall but unaware that the library's insurance had subrogated the claim and expressed that to C. Jackson. C. Jackson indicated that in light of the subrogation, the church was evaluating and considering necessary sidewalk repairs and matters of liability. While the church wishes to be a good neighbor, issues of liability must be considered. P. Stringfellow assured C. Jackson that the Library understands the Church's position. In view of this incident the church may not be as inclined to pursue a parking arrangement with the library.

Other: Secretary, J. Umlauf, read a note card from S. Maxwell thanking the board for a day off in recognition of her 15 years of employment with the library.

Adjournment: With no further matters for discussion M. Sayler moved to adjourn at 6:36 PM.


Janet Umlauf, Secretary


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
August 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	12	0	1	13
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	6	1	0	7
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	68	3	4	75
Blu-Ray (DBR)	59	0	0	59
Books on CD (DBKCD)	171	9	5	185
Books on Tape (DBKT)	2	0	0	2
Compact Disc (DCD)	328	24	20	372
Digital Audiobooks (DDA)	3	0	0	3
DVD (DDVD)	2017	29	9	2055
Equipment (DEQP)	81	0	0	81
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	47	0	0	47
Fiction (DFIC)	723	39	12	774
Fiction Fantasy (DFICF)	24	1	1	26
Fiction Mystery (DFICM)	146	28	4	178
Fiction New (DFICNEW)	453	14	10	477
Fiction Science Fiction (DFICSF)	7	0	1	8
Fiction Western (DFICW)	42	1	0	43
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	77	0	0	77
Hanging Bags (DHANG)	7	0	0	7
ILL (DILL)	84	0	3	87
Internet (DINTER)	1282	0	0	1282
Juv. Audio book (DJAUDB)	19	1	0	20
Juv. Biography (DJBIO)	20	6	0	26
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	34	0	2	36
Juvenile Easy (DJE)	622	9	10	641
Juv. Easy Non-fiction (DJENF)	42	0	0	42
Juv. Easy Reader (DJER)	294	7	4	305
Juv. Fiction (DJFIC)	426	9	6	441
Juv. Holiday books (DJHOL)	46	0	1	47
Juv. Magazine (DJMAG)	50	0	1	51
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	369	19	19	407
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	202	0	0	202

Large Print Fiction (DLPF)	207	6	3	216
Large Print Nonfic (DLPNF)	9	0	2	11
Magazine (DMAG)	620	0	13	633
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	1	8
Nonfiction 100 (DNF100)	12	1	1	14
Nonfiction 200 (DNF200)	35	1	1	37
Nonfiction 300 (DNF300)	56	2	0	58
Nonfiction 400 (DNF400)	4	0	0	4
Nonfiction 500 (DNF500)	57	0	0	57
Nonfiction 600 (DNF600)	187	11	11	209
Nonfiction 700 (DNF700)	57	2	5	64
Nonfiction 800 (DNF800)	12	4	0	16
Nonfiction 900 (DNF900)	67	3	0	70
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	111	1	4	116
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	173	7	11	191
Nonfiction VHS (DNFVHS)	13	1	0	14
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	5	0	1	6
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	24	4	2	30
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	108	1	0	109
YA Audio book (DYAUDB)	8	1	1	10
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	234	10	14	258
YA Music CD (DYACD)	5	0	0	5
YA Nonfiction (DYANF)	19	1	0	20
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	0	0	6
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	64	3	71
Blu-Ray (RBR)	0	82	0	82
Books on CD (RBKCD)	7	167	4	178
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	321	5	328
Digital Audiobooks (RDA)	2	3	2	7
DVD (RDVD)	8	3705	10	3723
Equipment (REQP)	0	110	0	110
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	49	0	49
Fiction (RFIC)	27	733	8	768
Fiction New (RFICNEW)	16	472	11	499

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	134	3	139
Hanging Bag (RHANG)	0	16	0	16
ILL (RILL)	1	64	0	65
Internet (RINTER)	0	2245	0	2245
Juv. Audio book (RJAUDB)	2	14	1	17
Juv. Biography (RJBIO)	1	30	0	31
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	33	2	35
Juvenile Easy (RJE)	13	634	11	658
Juv. Easy Non-fiction (RJENF)	2	94	0	96
Juv. Easy Reader (RJER)	2	272	1	275
Juv. Fiction (RJFIC)	15	439	6	460
Juv. Magazine (RJMAG)	0	36	0	36
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	465	12	482
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	85	0	86
Large Print Fiction (RLPF)	12	207	4	223
Large Print Nonfic (RLPNF)	0	12	2	14
Magazine (RMAG)	2	701	9	712
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	6	0	8
Non-Fiction 100 (RNF100)	2	36	4	42
Non-Fiction 200 (RNF200)	2	42	4	48
Non-Fiction 300 (RNF300)	8	51	1	60
Non-Fiction 400 (RNF400)	0	14	1	15
Non-Fiction 500 (RNF500)	0	22	0	22
Non-Fiction 600 (RNF600)	21	202	11	234
Non-Fiction 700 (RNF700)	8	85	8	101
Non-Fiction 800 (RNF800)	1	10	1	12
Non-Fiction 900 (RNF900)	2	50	4	56
Nonfiction Blu-Ray (RNFBR)	0	7	0	7
Nonfiction DVD (RNFDVD)	0	131	3	134
Nonfiction (RNFIC)	1	6	2	9
Nonfiction new (RNFNEW)	13	228	2	243
Nonfiction VHS (RNFVHS)	0	8	2	10
Oversize (ROVER)	0	4	0	4
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	55	1	56
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	10	0	10
YA Audio book (RYAUDB)	1	8	0	9
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	15	208	8	231
YA Music CD (RYACD)	0	149	4	153
YA Nonfiction (RYANF)	1	11	0	12
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	19	22
Blu-Ray (WBR)	0	0	99	99
Books on CD (WBKCD)	18	10	148	176
Books on Tape (WBKT)	0	0	3	3
Compact Disc (WCD)	6	27	251	284
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	9	34	1986	2029
Equipment (WEQP)	0	0	27	27
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	55	55
Fiction (WFIC)	46	28	330	404
Fiction Fantasy (WFICF)	2	0	5	7
Fiction Mystery (WFICM)	5	5	33	43
Fiction New (WFICNEW)	22	27	340	389
Fiction Science Fiction (WFICSF)	0	0	15	15
Fiction Western (WFICW)	0	3	5	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	28	28
Hanging Bags (WHANG)	0	1	5	6
ILL (WILL)	0	0	56	56
Internet (WINTER)	0	0	642	642
Juv. Audio book (WJAUDB)	1	1	11	13
Juv. Biography (WJBIO)	0	0	18	18
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	18	19
Juvenile Easy (WJE)	13	15	432	460
Juv. Easy Non-fiction (WJENF)	1	0	52	53
Juv. Easy Reader (WJER)	1	8	229	238
Juv. Fiction (WJFIC)	15	6	346	367
Juv. Magazine (WJMAG)	0	1	29	30
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	14	169	190
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	2	65	70
Large Print Fiction (WLPF)	10	5	88	103
Large Print Nonfic (WLPNF)	0	2	13	15
Magazine (WMAG)	0	0	301	301
Non-Fiction 000 (WNF000)	0	2	2	4
Non-Fiction 100 (WNF100)	6	0	13	19
Non-Fiction 200 (WNF200)	1	3	16	20
Non-Fiction 300 (WNF300)	6	0	24	30
Non-Fiction 400 (WNF400)	0	0	5	5

Non-Fiction 500 (WNF500)	0	1	13	14
Non-Fiction 600 (WNF600)	7	7	129	143
Non-Fiction 700 (WNF700)	1	4	24	29
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	3	3	25	31
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	7	1	127	135
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	4	2	89	95
Nonfiction VHS (WNFVHS)	0	0	7	7
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	1	3	49	53
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	34	34
YA Audio book (WYAUBD)	0	0	2	2
YA Biography (WYAB)	1	0	1	2
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	14	299	322
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	14	14
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10215	13026	7035	30276

CIRCULATION BY HOLDINGS CODE
August 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	12	0	1	13
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	6	1	0	7
Award Winning non-fiction (AWNF)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	73	69	26	168
Blu-Ray (BR)	59	89	99	247
Books on CD (BKCD)	196	186	157	539
Books on Tape (BKT)	2	0	3	5
Compact Disc (CD)	336	372	276	984
Digital Audiobooks (DA)	5	3	3	11
DVD (DVD)	2034	3768	2005	7807
Equipment (EQP)	81	110	27	218
See librarian (ERR)	0	0	0	0

Express Book (EXP)	47	49	55	151
Fiction (FIC)	796	800	350	1946
Fiction Fantasy (FICF)	26	1	6	33
Fiction Mystery (FICM)	151	33	37	221
Fiction New (FICNEW)	491	513	361	1365
Fiction Science Fiction (FICSF)	7	0	16	23
Fiction Western (FICW)	42	4	5	51
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	79	134	31	244
Hanging Bags (HANG)	7	17	5	29
ILL (ILL)	85	64	59	208
Internet (INTR)	1282	2245	642	4169
Juv. Audio book (JAUDB)	22	16	12	50
Juv. Biography (JBIO)	21	36	18	75
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	35	33	22	90
Juvenile Easy (JE)	648	658	453	1759
Juv. Easy Non-Fiction (JENF)	45	94	52	191
Juv. Easy Reader (JER)	297	287	234	818
Juv. Fiction (JFIC)	456	454	358	1268
Juv. Holiday (JHOL)	46	0	1	47
Juv. Magazine (JMAG)	50	37	30	117
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	381	498	200	1079
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	206	87	65	358
Large Print Fiction (LPF)	229	218	95	542
Large Print Nonfic (LPNF)	9	14	17	40
Magazine (MAG)	622	701	323	1646
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	9	3	20
Non-Fiction 100 (NF100)	20	37	18	75
Non-Fiction 200 (NF200)	38	46	21	105
Non-Fiction 300 (NF300)	70	53	25	148
Non-Fiction 400 (NF400)	4	14	6	24
Non-Fiction 500 (NF500)	57	23	13	93
Non-Fiction 600 (NF600)	215	220	151	586
Non-Fiction 700 (NF700)	66	91	37	194
Non-Fiction 800 (NF800)	13	14	3	30
Non-Fiction 900 (NF900)	72	56	29	157
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	118	133	134	385
Nonfiction (NFIC)	2	6	2	10
Nonfiction New (NFNEW)	190	237	102	529
Nonfiction VHS (NFVH)	13	9	9	31
Oversize (OVER)	1	4	0	5
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	0	1	6

Reference (REF)	80	71	44	195
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	2	2	7
Software (SWAR)	25	62	52	139
Vertical File (VF)	2	3	2	7
VHS	108	11	34	153
YA Audio book (YAUDB)	9	9	3	21
YA Biography (YAB)	2	0	1	3
YA Books on CD (YABKCD)	0	0	4	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	258	232	321	811
YA Music CD (YACD)	5	149	4	158
YA Nonfiction (YANF)	20	12	14	46
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	1	0	7
				0
Free reads	614	330	94	1038
Games/Puzzles	0	47	0	47
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10909	13474	7173	31556

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2409	1949	1019	5377
Nonfiction	1006	1032	558	2596
CHILDREN'S BOOKS				
Fiction	1625	1487	1111	4223
Nonfiction	498	628	272	1398
YA BOOKS				
Fiction	338	366	352	1056
Nonfiction	22	12	15	49
Magazines, Adult	622	701	323	1646
Magazines, Children	50	37	30	117
Sound Recordings, adult	548	570	446	1564
Sound Recordings, ch	69	215	43	327
Online databases	0	0	0	0
Software	25	62	52	139
Vertical file	2	3	2	7
VHS/DVD/Blu-Ray	2332	4010	2281	8623
Equipment	81	110	27	218
Total	9627	11182	6531	27340
A-V Circulation	2974	4857	2822	10653
A-V Circulation as % of total	30.9%	43.4%	43.2%	39.0%

August 2012

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,128	66,793	50,020
Circulation Increase/Decrease	3.2%	8.0%	5.4%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	25,885	27,340	5.6%
Jan. to date circulation	210,119	217,442	3.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
21,738	21,809	12,547	12,619	13,571	13,658
19,459	19,545	20,301	20,433	9,820	9,868
Fiction					
Nonfiction					
CHILDREN'S BKS					
13,990	14,022	12,368	12,371	10,376	10,427
9,503	9,525	6,770	6,784	5,668	5,684
Fiction					
Nonfiction					
YA BOOKS					
2,149	2,177	2,759	2,767	2,163	2,181
539	540	734	738	122	122
Fiction					
Nonfiction					
Magazines,Adult					
Magazines, Child					
0	0	20	20	0	0
Games, Toys					
3,117	3,135	3,699	3,729	3,612	3,651
Sound Rec/Adult					
719	722	486	502	775	778
Sound Rec/Child					
18	18	29	29	7	7
Online Databases					
377	376	361	360	181	180
Software					
0	0			4	4
Vertical Files					
4,127	4,141	6,217	6,299	3,358	3,403
VHS/DVD/Blu-ray					
118	118	142	142	57	57
Equipment					
75,854	76,128	66,433	66,793	49,714	50,020
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
August 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	223	48	218	47	253	55	694	150
LOCAL HISTORY								
In person	2	1	3	1	3	1	8	2
Letters written	5	5	15	15	0	0	20	20
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1282	53	2245	94	642	27	4169	174
Internet use-Wireless	254		475		212		941	
Computer software used	217	18	271	23	166	14	654	55
VCR Use	0	0	0	0	2	0	2	0
Microforms	11	1	1	0	0	0	12	2
CD ROM/Online databases	255	21	484	40	75	6	814	68
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	5	2	0	0	5	2
OTHER LIBRARY SERVICES USED								
Outreach activities	26	26	19	13	0	0	45	30
Notarized documents	5	1	1	0	10	3	16	4
Meeting Room Use (no. of group	37	12	30	10	11	4	78	26
Study room use	19	2	17	1	24	2	60	5
Proctoring	1	1	0	0	1	1	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							440	
IN-HOUSE USE ITEMS	66		320		180		566	
SELF-CHECKOUT USE	355		929		471		1755	
INTERLIBRARY LOANS								
Requests made for:	87	22	85	21	25	6	197	49
Items rec'd for:	80	40	71	36	44	22	195	98
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8671	8792	5060	22523
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	404	458	107	969
Number of New Patrons Added	53	87	35	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	6	36	4	24	1	6	11	66
Number attending	64		120		6		190	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	3		11		0		14	
Adult Programs	2	12	3	18	0	0	5	30
Number attending	71		65		4		140	
Senior Citizen Programs	5	30	3	18	3	18	11	66
Number attending	83		61		22		166	
Total Number of Programs	14	84	12	72	4	24	30	180
Total Persons Attending	221		257		32		510	
Total Attending Same Month Last Yr.	156		462		40		658	
Total Staff Hours Spent		336		374		164		865
Total Number of In-House Program	13		11		4		28	
Total Attendance	193		132		32		357	
Total Number of Outreach Program	1		1		0		2	
Total Attendance	28		125		0		153	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6741	70.6%	7423	66.5%	4395	67.8%	18559	68.3%
Corporate	0	0.0%	60	0.5%	0	0.0%	60	0.2%
Juvenile 0-11	157	1.6%	172	1.5%	46	0.7%	375	1.4%
Juvenile-AV	1487	15.6%	1261	11.3%	952	14.7%	3700	13.6%
Nonresident No Fee	0	0.0%	31	0.3%	4	0.1%	35	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	255	2.7%	592	5.3%	97	1.5%	944	3.5%
Reciprocal Juvenile	0	0.0%	3	0.0%	0	0.0%	3	0.0%
Reciprocal Juvenile AV	8	0.1%	19	0.2%	0	0.0%	27	0.1%
Reciprocal YA	0	0.0%	3	0.0%	0	0.0%	3	0.0%
Reciprocal YA AV	5	0.1%	0	0.0%	0	0.0%	5	0.0%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	24	0.2%	0	0.0%	24	0.1%
Staff	514	5.4%	837	7.5%	522	8.0%	1873	6.9%
Walking books	56	0.6%	72	0.6%	0	0.0%	128	0.5%
YA 12-17	79	0.8%	120	1.1%	43	0.7%	242	4.4%
YA-AV	245	2.6%	537	4.8%	428	6.6%	1210	4.4%
Total	9547		11158		6487		27192	
All items borrowed by nonresidents	268	2.8%	676	6.1%	101	1.6%	1045	3.8%

**Salary Ordinance 2012
Updated 9/10/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Ian Yockey	Page	\$7.25	8/16/12	9	W
Victoria Hickman	Page	\$7.25	9/4/12	10	R

We have hired Ian Yockey as Page at the Wheatfield Library, replacing Kim Peterson who has left for college. We hired Victoria Hickman as Page at the Rensselaer Library, replacing Brittney Floyd who got married and was considering a move to South Carolina.

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 9/10/12.

Deana K. George
Jody Melter
Shirley A. Waling
Janet Amelang

Timothy M. Schultz

Jasper County Public Library

Mobile Computer Lab Policy

The Jasper County Public Library mobile computer lab is comprised of the following items:

- 2 Laptop Cases, each case contains:
 - 5 regular wired mice
 - 1 ergonomic wired mouse
 - 5 laptop computers
 - 5 A/C adapters
- 1 Battery Charger Case, which contains:
 - Mobile Lab Instructions
 - Laminated Battery Charger instruction sheet
 - Laminated ergonomic mouse instruction sheet
 - ~~This~~ The Mobile Lab instruction sheet
 - 1 16-pocket battery charger
- 1 Accessories Case, which contains:
 - 20 18 laptop batteries – 10 on top, 10 8 in the middle
 - 4 Surge Suppressors
 - 1 USB floppy drive
- Blue Bag, which contains:
 - Epson PowerLite 61p LCD projector
 - Remote Control
 - Documentation (5 parts)
 - Power Cord
 - VGA cable
 - USB cable
- Black Bag, which contains:
 - Laminated Wireless Lab Printing instruction sheet
 - Folder with additional documentation (vendor-provided)
 - HP Deskjet 460wf printer
 - Small accessory case, which contains:
 - Printer battery
 - Power cable (2 pieces)
 - USB cable
 - 10 mouse pads

The purpose of the mobile computer lab is to bring computer-based instruction to residents of our service area. When the lab is not being used by any of the three JCPL locations for a scheduled training session, it will be available to area colleges, businesses, and local organizations for hands-on training for their employees, members, or students. The lab must remain in the library.

Jasper County Public Library

The following conditions apply to the use of the JCPL mobile computer lab:

- The lab may only be used at the JCPL location where it is assigned for any given month as per a rotation schedule that is located in the library procedure manual.
- Reservations for the lab may be made by a) filling out a meeting room reservation form for the desired location and b) filling out a mobile lab request form.
- Food and drinks are not allowed near the laptops.
- Organizations using the lab assume responsibility for the safety of the equipment against theft, damage, or misuse. The equipment is the responsibility of the organization from the time library staff set it up until the time library staff take it down. The organization must complete a Registration Form in which they acknowledge responsibility for the equipment.
- If damage occurs, the organization using the lab will be billed for the cost of repair or replacement.
- Organizations using the lab will also be billed for loss or damage to peripherals such as power cord, external mouse, and power strips.
- Staff will troubleshoot lab problems as they are able. The organization using the lab must report any equipment malfunctions when notifying staff that they are done.
- It is highly recommended that the organization using the lab and/or designated trainers have some previous experience with the utilization of laptop computers.
- If using the Internet, it is highly recommended that the organization using the lab check ahead of time to make sure all of the websites they plan to visit are accessible through library filters.
- The organization using the lab may request an orientation session before their class, as library scheduling allows.
- Any files saved on the laptops must be saved to a virus-free diskette, CD/DVD, or USB flash drive. JCPL is not responsible for any lost files.
- Laptops are configured with a base set of software including Microsoft Office (Word, Excel, PowerPoint, Access, Publisher) and basic Internet tools such as Internet Explorer. JCPL does not have licenses for other software products to be installed. Organizations may install their own licensed software if they have no expectation of support; however, be aware that the machines are protected with security software which automatically restores the default setup any time the machine is rebooted.
- The lab is loaned in its entirety; that is, components are not available for loan on an individual basis.
- While no fee is currently charged for the use of the lab, donations are gratefully accepted.
- No deposit is required.

3/06; revised 9/12

JCPL FINANCIAL STATEMENT

August 31, 2012

	Beginning 2012 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$402,763.39	\$201,893.23	\$1,354,199.44	\$77,063.04	\$1,416,812.51	\$465,376.46
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$8,652.97	\$400.47	\$6,992.45	\$883.70	\$9,435.40	\$11,095.92
DeMotte	\$1,880.46	\$220.45	\$1,838.44	\$100.00	\$2,071.53	\$2,113.55
Rensselaer	\$4,953.13	\$81.48	\$3,202.17	\$663.70	\$5,031.36	\$6,782.32
Wheatfield	\$1,819.38	\$98.54	\$1,951.84	\$120.00	\$2,332.51	\$2,200.05
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$0.00	\$41.55	\$380.48	\$237,007.08
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$317,847.50	\$0.00	\$88,820.15	\$133,821.24
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$3,407.19	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$1,041.00	\$7,236.00	\$0.00	\$0.00	\$1,557.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$6,564.65	\$36,524.64	\$1,251,148.67
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$121,995.56	\$0.00	\$9,387.77	\$9,387.53
Sales Tax	\$45.19	\$0.00	\$44.36	\$0.49	\$48.39	\$49.22
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,870.64	\$67,156.24	\$8,870.64	\$67,156.24	\$0.00
FICA Tax Collected	\$0.00	\$5,468.37	\$41,648.78	\$5,468.37	\$41,648.78	\$0.00
State Tax Collected	\$3,421.24	\$3,336.45	\$27,495.99	\$3,627.87	\$27,702.57	\$3,627.82
County Tax Collected	\$2,546.79	\$2,490.98	\$20,645.99	\$2,757.98	\$20,857.23	\$2,758.03
Deferred Comp.	\$0.00	\$2,680.00	\$21,410.00	\$2,680.00	\$21,410.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,346.13	\$26,769.05	\$3,346.15	\$26,768.96	(\$0.09)
Employee Life Insur.	\$0.00	\$135.16	\$1,090.28	\$135.16	\$1,090.28	\$0.00
Employee P.E.R.F.	\$6,922.62	\$0.00	\$21,230.77	\$2,494.66	\$19,103.73	\$4,795.58
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$229,662.43	\$2,035,812.41	\$113,934.26	\$1,790,604.32	\$2,425,773.48

Bank Balances**Jasper County Public Library****Report as of: 8/31/2012**

Bank		
1	Alliance Bank	\$680,227.61
2	Demotte State Bank	\$3,213.79
3	Alliance Bank-LIRF Acct	\$237,007.08
4	PNC Bank	\$5,055.00
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$0.00
8	Rensselaer Banking Ctr CD#400042716	\$0.00
9	Kentalnd Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
Total all banks =		\$2,425,773.48

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
6/14/2013	400043192	Kentland Bank	12 mon	\$725,000.00	0.90%	CPF	6/14/2012		
6/14/2013	400043193	Kentland Bank	12 mon	\$275,000.00	0.90%	Rainy Day	6/14/2012		
8/10/2013	400043306	Kentland Bank	12 mon	\$500,000.00	0.90%	CPF	8/10/2012		

CLOSED INVESTMENTS:

5/31/2012	400042716	Kentland Bank	12 mon	\$500,000.00	1.35%	CPF	5/31/2011	\$6,814.38	
5/31/2012	400042716	Kentland Bank	12 mon	\$250,000.00	1.35%	Rainy Day	5/31/2011	\$3,407.19	
8/5/2012	400042839	Kentland Bank	12 mon	\$500,000.00	1.31%	CPF	8/5/2011	\$6,560.36	

TOTAL INTEREST EARNED:

\$16,781.93

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 8/1/2012 To 8/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$39,916.02	\$19,675.98	67.0
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$90,954.05	\$688,470.75	\$354,720.25	66.0
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$4,176.54	\$35,528.91	\$33,591.09	51.4
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$7,404.09	\$56,391.85	\$33,259.15	62.9
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$0.00	\$2,199.29	\$1,124.71	66.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$0.00	\$55,679.03	\$20,448.97	73.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$20.70	\$98,022.70	\$8,175.91	\$65,418.97	\$32,603.73	66.7
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$115,711.25	\$943,604.82	\$495,423.88	65.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$208.81	\$216.19	49.1
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$215.50	\$234.50	47.9
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$389.12	\$4,989.92	\$2,010.08	71.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$797.42	\$3,930.58	\$2,069.42	65.5
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$374.40	\$4,984.71	\$1,215.29	80.4
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$23.78	\$374.14	\$2,125.86	15.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$476.76	(\$326.76)	317.8
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$788.56	\$1,711.44	31.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$399.67	\$8,149.11	\$6,450.89	55.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$1,984.39	\$24,118.09	\$15,806.91	60.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,564.00	\$1,436.00	64.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$150.00	\$3,419.64	\$1,580.36	68.4
3.145 DATABASES & LICENSING SERVICES	\$0.00	\$21,193.00	\$21,193.00	\$3,835.00	\$17,183.71	\$4,009.29	81.1
3.146 E-BOOKS SERVICES	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$650.30	\$2,539.62	\$2,460.38	50.8
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,656.06	\$1,343.94	55.2
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,234.99	\$10,836.56	\$10,163.44	51.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$730.41	\$5,968.70	\$2,031.30	74.6
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$210.67	\$986.65	\$513.35	65.8
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$87.33	\$712.67	10.9
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,332.90	(\$32.90)	102.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$12,054.50	\$25,408.00	\$592.00	97.7
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$232.94	\$12,864.56	\$17,135.44	42.9
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$7,816.00	\$54,807.95	\$20,192.05	73.1
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$162.55	\$1,121.10	\$478.90	70.1
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$456.30	\$3,752.50	\$1,647.50	69.5
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$4,578.98	\$33,843.70	\$24,756.30	57.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$30.25	\$263.25	\$736.75	26.3
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$99.95	\$450.60	(\$150.60)	150.2
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$127.00	\$2,342.84	(\$142.84)	106.5
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$344.21	\$394.21	\$37.98	\$508.00	(\$113.79)	128.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$32,676.55	\$76,461.65	\$35,935.35	68.0
Subtotal	\$498,192.00	\$28,537.21	\$526,729.21	\$65,084.37	\$258,599.32	\$268,129.89	49.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$955.43	\$2,830.90	\$30,719.10	8.4
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$12,049.41	\$85,591.11	\$67,568.11	55.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$69.95	\$11,014.42	\$13,985.58	44.1
4.53 NONPRINTED MATERIALS	\$81,000.00	(\$27,943.55)	\$53,056.45	\$6,038.43	\$28,440.78	\$24,615.67	53.6
Subtotal	\$289,550.00	(\$24,784.33)	\$264,765.67	\$19,113.22	\$127,877.21	\$136,888.46	48.3
Grand Total	\$2,266,675.00	\$3,773.58	\$2,270,448.58	\$201,893.23	\$1,354,199.44	\$916,249.14	59.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/16/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$20.70	Reimbursed for Vision Premium-Vis, Jan&Feb 2012, A/P #34 & 140
5/15/2012	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$21,193.00	Transfer per 5/14/12 Board Mtg Resolution
5/15/2012	100 OPERATING FUND	3.146 E-BOOKS SERVICES	\$7,000.00	Transfer per 5/14/12 Board Mtg Resolution
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund on Lost Bk Pd 2/8/12 & Found - A/P#175.
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on Lost Bk Pd 3/22/12 & Found - A/P#241
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$150.95	Refund on Lost Bk Pd 3/6/12 & Found - A/P#261
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on Lost Bk Pd 2/2/12 & Found - A/P#282
5/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	J. Warsing Reimbursed Lib in cash for Lost ILL Book, A/P #310 (IMPCL)
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.37	Refund on Lost Bk Pd 1/26/12 & Found - A/P#347
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.69	Refund on Lost Bk Pd 3/31/12& Found - A/P#380
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	K. Blankenship Refund on Lost Bk Pd 3/29/12& Found - A/P#474
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	E.Myers Refund on Lost Bk Pd 5/24/12 & Found - A/P#462
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	S.Scroggins Refund on Lost Bk Pd2/28/12 & Found - A/P#4492
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.44	J. Crawford Refund on Lost Bk Pd 8/1/12 & Found - A/P#643
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.54	J. Burton Refund on Lost Bk Pd 5/2/12 & Found - A/P#644
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	R. McMahan Refund on Lost Bk Pd 6/29/12 & Found - A/P#665
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
5/10/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$17.99	K. Schara Reimbursed Lib in cash for Damaged DVD, A/P #295
5/15/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	(\$28,193.00)	Transfer per 5/14/12 Board Mtg Resolution
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,773.58
110.01	\$4.20

Voucher List**Jasper County Public Library****Report Date: From 8/1/2012 To 8/31/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	602	PAYROLL	8/10/2012	PAYROLL	\$51,115.97
0	603	GREAT-WEST RETIREMENT S	8/10/2012	Annuity withheld from August 10, 2012 payroll online conf# FB7B2UYW	\$1,340.00
0	604	INDIANA DEPARTMENT OF RE	8/20/2012	EFT- withheld from July payroll ref#73671	\$5,827.43
0	605	IRS USA TAXPAYMENT	8/13/2012	EFT- withheld from 10 Aug 12 payroll ref# 24544274	\$11,144.12
0	606	JOSEPH ZELLON	8/10/2012	courier mileage 7/16-7/31/12 online conf# HB2BJUVY	\$399.60
0	607	TOWN OF DEMOTTE	8/10/2012	Demotte sewer July online conf# 1BWBJUXY	\$71.90
0	608	TOWN OF WHEATFIELD	8/10/2012	Sewer Wheatfield Library for August online conf# XBGBYUKL	\$56.65
31494	609	A.M. Best Company, Inc.	8/13/2012	2012 Best's Key Rating Guide	\$168.95
31495	610	AARON'S LAWN CARE	8/13/2012	Mowing, edging, trimming, pruning, mulching 6/29-7/27/12	\$1,160.00
31496	611	ACE HARDWARE	8/13/2012	Restroom faucet repairs & signage hardware- DeM.	\$32.70
0	612	ALLIANCE BANK	8/13/2012	Direct deposit fees- July	\$37.20
31498	613	ALLIED WASTE SERVICES #71	8/13/2012	Wh. Lib. Trash- August	\$53.90
31499	614	ANGELA BARTON	8/13/2012	Mileage: B2B meeting, Book Salesman visit, Anniversary cake 6/21-7/31	\$56.61
31500	615	ANTHEM BLUE CROSS BLUE S	8/13/2012	Health premiums- August (19 employees)	\$11,138.98
31501	616	ANTHEM LIFE	8/13/2012	Life insurance premiums- August	\$99.54
31502	617	BAKER & TAYLOR	8/13/2012	Books, Continuations, AV, Auto. Yours	\$16,168.88
31503	618	BAKER & TAYLOR ENTERTAIN	8/13/2012	DVDs	\$438.24
31504	619	BETH REASONER	8/13/2012	Mileage: Storytime @ Jasper Co. Fair 7/16/12	\$27.75
31505	620	BLUETARP FINANCIAL, INC	8/13/2012	Keys, 2 extension cords (75ft outdoor heavy duty), hack saw blades, screws,	\$79.61
31506	621	CAPITAL ONE BANK (USA), NA	8/13/2012	office chairs, flash drives, DVDs, computer software, books, CDs, meeting expenses, Volunteer Appreciation expenses, CYPD registration, Anniversary recognition, Summer Reading prizes/expenses	\$4,473.14
31507	622	CARDINAL OFFICE PRODUCT	8/13/2012	DeM. Workroom copier quarterly maintenance fees	\$358.10
31508	623	CDW GOVERNMENT, INC	8/13/2012	3 Articulating arms for Digital Signs	\$316.13
31509	624	CENTER POINT PUBLISHING	8/13/2012	Largeprint book	\$30.14
31510	625	CULLIGAN OF KOUTS	8/13/2012	Water cooler rental & water- Wh. July	\$63.95
31511	626	CENTURYLINK	8/13/2012	Local phone service- August for Rens.	\$390.67
31512	627	D & S COMPUTER SERVICES	8/13/2012	Website Hosting quarterly pymt	\$120.00
31513	628	DAVIDSON TITLES INC.	8/13/2012	Books	\$35.07
31514	629	DAVIS WATER SERVICES, INC	8/13/2012	DeM. Tannin softener unit rental for Apr., May, June	\$90.00
31515	630	DEBORAH KRISTOFF	8/13/2012	Substitute Courier Mileage 7/5-7/6/12	\$66.60
31516	631	DEMCO	8/13/2012	Book tape, Polyfit Book jackets, Classification labels	\$131.04
31517	632	DEX ONE	8/13/2012	White & Yellow page listings quarterly pymt	\$88.50
31518	633	DUCKWALL-ALCO STORES, IN	8/13/2012	Summer Reading Program treats	\$7.98
31519	634	EMILY DURAN	8/13/2012	Mileage: AV trip	\$52.73
31520	635	ENA SERVICES LLC	8/13/2012	Internet access- July	\$1,041.00
31521	636	FLEX-PAC INC	8/13/2012	Hand soap, Kleenex, Bowl cleaner, Glass cleaner	\$477.06
31522	637	HP PRODUCTS CORP.	8/13/2012	Hand towels, Disinfectant cleaner, Gum remover, Trash bags	\$311.49
31523	638	GOODWIN FIRE EQUIPMENT, I	8/13/2012	Annual fire extinguisher inspection- Rens.	\$30.25
31524	639	HAINES & COMPANY, INC.	8/13/2012	Haines NW Indiana Directory 2012	\$355.50
31525	640	HERITAGE OFFICE PRODUCT	8/13/2012	Name tags & name plate	\$39.20
31526	641	INDIANA INSURANCE COMPA	8/13/2012	Semi-Annual Worker's Comp Insurance & Building Insurance	\$12,054.50
31527	642	JAMIE HANEY	8/13/2012	Timless Harpist program performer 9/11/12	\$150.00
31528	643	JEAN CRAWFORD	8/13/2012	Found book, refunding patron	\$9.44

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31529	644	JODY BURTON	8/13/2012	Found book; refunding patron	\$13.54
31530	645	KAPCO	8/13/2012	Book repair materials	\$185.73
31531	646	KOLORTECH, INC.	8/13/2012	Lightbulbs-outdoor	\$131.59
31532	647	KONE, INC.	8/13/2012	DeM. Quarterly elevator maintenance	\$370.80
31533	648	LIBRARY VIDEO COMPANY	8/13/2012	DVDs	\$515.53
31534	649	LINDA POORTENGA	8/13/2012	Mileage: Management meeting, B2B meeting, Librarians' Council meeting 6/14-8/1/12	\$118.77
31535	650	McDANIEL FIRE SYSTEMS, LL	8/13/2012	Wh. Fire alarm annual inspection contract	\$1,800.00
31536	651	MIDWEST TAPE	8/13/2012	DVDs	\$142.68
31537	652	NETWISE RESOURCES LLC	8/13/2012	Rens. Workroom copier maintenance contract- quarterly pymt	\$631.19
31538	653	NIPSCO	8/13/2012	Wh. Gas & Electric- July	\$2,384.07
31539	654	OFFICE DEPOT	8/13/2012	Filament tape, post-it notes, construction paper, B&W ink cartridges, Monthly desk calendar, dry erase board cleaner, manila folders,	\$241.25
31540	655	OSBY WATER CONDITIONING	8/13/2012	Wh. Water softener chemicals	\$100.00
31541	656	PATTY STRINGFELLOW	8/13/2012	Mileage: Branch visit, SET meeting, Librarians' Council meeting 7/30-8/1/12	\$67.16
31542	657	PHILLIP S. KUHN	8/13/2012	Wh. No Smoking signage	\$260.00
31543	658	PRECISION CONTROL SYSTE	8/13/2012	DeM. Reset DMS twice; condensing unit tripped; oil pressure check; troubleshoot issues with VAV20 & VAV 5; backed up DMS; install/ wire & program phase monitor; Rens. Replaced belts on air handler	\$3,208.28
31544	659	PULASKI COUNTY PUBLIC LIB	8/13/2012	NILBA meeting (5 people)	\$125.00
31545	660	QUILL CORPORATION	8/13/2012	Post-it notes, 3 utility knives, 2 color ink cartridges	\$110.94
31546	661	RACHAEL CAVINDER	8/13/2012	Mileage: Management meeting, Storytime @ Jasper Co. Fair 7/12-7/17/12	\$37.74
31547	662	RACO INDUSTRIES	8/13/2012	6ft USB type A cable	\$30.50
31548	663	RENSSELAER CHAMBER OF C	8/13/2012	April, May, & June luncheon meetings	\$24.00
31549	664	ROTARY CLUB of RENSSLAER	8/13/2012	May & June dues & meals	\$99.00
31550	665	RORY McMAHAN	8/13/2012	Found book, patron refund	\$15.00
31551	666	SUE TOBIAS	8/13/2012	Mileage: Bank deposits, Post Office drop offs, Supply shopping 6/19-7/31/12	\$8.71
31552	667	SVT, LLC	8/13/2012	Teen program treats, Management meeting treats	\$41.55
31553	668	THE LIBRARY CORPORATION	8/13/2012	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2012- Aug. 2013	\$29,189.00
31554	669	TOWN OF DEMOTTE	8/13/2012	Spencer Park rental for Summer Reading program	\$75.00
31555	670	TRUGREEN CHEMLAWN	8/13/2012	Wh. Spray shrub beds for weeds	\$210.70
31556	671	UNIQUE MANAGEMENT SERVI	8/13/2012	July Initial & Secondary Collections	\$170.26
31557	672	VISION SERVICE PLAN- (IN)	8/13/2012	Vision Insurance premiums- August	\$209.20
31558	673	WAL-MART COMMUNITY/GEM	8/13/2012	Teen program expenses, aerosol rrom spray, children's supplies, batteries, double-side tape, DVDS, CDs	\$914.81
31559	674	THE WASHINGTON TIMES	8/13/2012	Washington Times National Weekly subscription expires 6/17/13	\$69.95
31560	675	WASTE MANAGEMENT	8/13/2012	DeM. Sewer- August	\$60.50
31561	676	THOMSON WEST	8/13/2012	Basic Legal Forms and Commentary with supplements 2012	\$168.50
31562	677	WHEATFIELD CHAMBER OF C	8/13/2012	Chamber Membership Dues 2012-2013- Wh.	\$100.00
31563	678	YVONNE DEL VECCHIO	8/13/2012	Mileage: Walking books visits, deliver Community Connection 6/1-7/18/12	\$33.02
0	679	JASPER COUNTY PUBLIC LIBR	8/6/2012	CD# 400042839 Matured	\$500,000.00
31564	680	JASPER COUNTY PUBLIC LIBR	8/10/2012	To Purchase CD# 400043306 for 365 days/1yr	\$500,000.00
31565	681	NIPSCO	8/13/2012	DeM. Utilities 7/9-8/6/12	\$2,722.89
0	682	PAYROLL	8/24/2012	PAYROLL	\$49,015.28
0	683	AFLAC	8/24/2012	Supplemental insurance withheld from 8/24/12 payroll. (online payment conf#OBVB9UZP)	\$209.48
0	684	CENTURYLINK	8/24/2012	Wheatfield Local & Fax -August-Confirm #2BOBAUNO & CBCBCUNO	\$171.13

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	685	CITY OF RENSSELAER	8/24/2012	Utilities-Rensselaer, 7/9/12-8/9/12 (online pymt conf#2BEBAUZP)	\$3,263.88
0	686	GREAT-WEST RETIREMENT S	8/24/2012	Annuity withheld from August 24, 2012 payroll online conf#FBFBZP1A)	\$1,340.00
0	687	IRS USA TAXPAYMENT	8/24/2012	EFT- withheld from 24 Aug 12 payroll ref#05238112	\$10,598.98
0	688	JOSEPH ZELLON	8/24/2012	Courier mileage 8/1/12-8/15/12 online conf#XBOBRUPU	\$366.30
Total Amount of Claims					\$1,229,662.43

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, August 31, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,229,662.43

Date this 10th day of September, 20 12.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5a

Receipt Breakdown

August 31, 2012

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,080.37	\$23,440.39
DeMotte	\$1,030.93	\$7,609.63		
Rensselaer	\$1,228.16	\$9,726.02		
Wheatfield	\$821.28	\$6,104.74		
PHOTOCOPIES:			\$1,049.98	\$6,860.56
DeMotte	\$398.80	\$2,833.62		
Rensselaer	\$380.18	\$2,581.39		
Wheatfield	\$271.00	\$1,445.55		
INTEREST (Checking, Repurchase, CDs):.....			\$209.08	\$1,386.50
TAXES:			\$72,710.64	\$1,298,325.04
Property Tax	\$0.00	\$610,740.68		
LOIT	\$17,903.58	\$143,228.64		
License Excise Tax	\$0.00	\$53,159.84		
Financial Institution Tax	\$0.00	\$1,518.90		
CVET(Commercial Vehicle Excise)	\$0.00	\$7,473.80		
Local Option/Certified Shares	\$45,173.41	\$405,882.24		
Local Option/Property Tax Repl.	\$9,633.65	\$76,320.94		
TAXABLE SALES:-.....			\$6.79	\$150.52
REFUNDS:			\$6.18	\$86,649.50
Rebates/Refund	\$0.00	\$601.35		
Insurance Claims/Reimbursements	\$0.00	\$10,292.22		
Meeting Room Rental	\$0.00	\$450.00		
Reimbursement	\$6.18	\$6.18		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$16.58		
Interfund Transfer	\$0.00	\$75,283.17		
TOTAL OPERATING FUND RECEIPTS.....			\$77,063.04	\$1,416,812.51
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$883.70	\$9,435.40
DeMotte	\$100.00	\$2,071.53		
Rensselaer	\$663.70	\$5,031.36		
Wheatfield	\$120.00	\$2,332.51		
LIB. IMPROV. RESERVE FUND:			\$41.55	\$380.48
Interest Earned	\$41.55	\$380.48		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$88,820.15	\$0.00	\$88,820.15
Property Tax	\$0.00	\$59,696.44		
License Excise Tax	\$0.00	\$4,326.00		
Financial Institution Tax	\$0.00	\$123.60		
CVET(Commercial Vehicle Excise)	\$0.00	\$608.20		
Interfund Transfer	\$0.00	\$24,065.91		
RAINY DAY FUND:		\$3,407.19	\$0.00	\$3,407.19
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$3,407.19		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$29,959.99	\$6,564.65	\$36,524.64
Interest Earned	\$6,564.65	\$13,878.16		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$22,646.48		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$9,387.77
SALES TAX:-.....			\$0.49	\$48.39
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$84,553.43	\$1,564,866.53

F5b

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,870.64	\$67,156.24
FICA Collected	\$5,468.37	\$41,648.78
State Tax Collected	\$3,627.87	\$27,702.57
County Tax Collected	\$2,757.98	\$20,857.23
Deferred Comp Plan	\$2,680.00	\$21,410.00
Pre-tax Insurance Plans	\$3,346.15	\$26,768.96
Life Insurance	\$135.16	\$1,090.28
PERF	\$2,494.66	\$19,103.73
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$29,380.83

\$225,737.79

TOTAL RECEIPTS - ALL FUNDS.....

\$113,934.26

\$1,790,604.32

Voucher List**Jasper County Public Library****Report Date: From 9/1/2012 To 9/20/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	689	GREAT-WEST RETIREMENT S	9/10/2012	Annuity withheld from September 10, 2012 payroll online conf#CB3BYPL3	\$1,340.00
0	690	INDIANA DEPARTMENT OF RE	9/10/2012	EFT- withheld from August payroll ref#51290	\$6,385.85
0	691	IRS USA TAXPAYMENT	9/10/2012	EFT- withheld from 10 Sep 12 payroll ref#64521893	\$11,220.28
0	692	JOSEPH ZELLON	9/10/2012	Courier mileage 8/16/12-8/31/12 online conf#2BSBQP8R	\$399.60
0	693	PAYROLL	9/10/2012	PAYROLL	\$51,329.56
31566	694	AARON'S LAWN CARE	9/10/2012	Lawn mowing 8/2-8/24/12	\$560.00
31567	695	ACE HARDWARE	9/10/2012	Mold repair supplies, electrical supplies for automatic doors at Rens.	\$90.79
31568	696	ALLIED WASTE SERVICES #71	9/10/2012	Wh. Trash pickup- Sept.	\$53.90
31569	697	ANGELA BARTON	9/10/2012	Mileage: 8/16-8/17/12; Management meeting, B2B	\$101.57
31570	698	ANTHEM BLUE CROSS BLUE S	9/10/2012	Health insurance premiums- Sept.	\$11,138.98
31571	699	ANTHEM LIFE	9/10/2012	Life insurance premiums- Sept.	\$103.14
31572	700	AUTOMATIC DOOR SERVICE, I	9/10/2012	Rens. Automatic doors & installation	\$4,270.00
31573	701	BAKER & TAYLOR	9/10/2012	Books, Continuations, AV, Auto. Yours	\$7,564.01
31574	702	BAKER & TAYLOR ENTERTAIN	9/10/2012	DVDs	\$35.68
31575	703	BLUETARP FINANCIAL, INC	9/10/2012	Rens. Geo Cache materials, towels	\$15.71
31576	704	CAPITAL ONE BANK (USA), NA	9/10/2012	Magnetic tape, index cards, rubber stamps, books, SDD expenses, DVDs, CYPD expenses, B2B lunch, Branch Counterparts lunch, staff recognition	\$1,027.81
31577	705	CENTURION HOLDINGS, LLC	9/10/2012	Smart Shield licenses & annual maintenance	\$200.80
31578	706	CDW GOVERNMENT, INC	9/10/2012	Monitor for Digital Signs	\$1,595.14
31579	707	CULLIGAN OF KOUTS	9/10/2012	Wh. Monthly fee- Sept.	\$9.95
31580	708	EMILY DURAN	9/10/2012	Supplies for Milroy program	\$12.25
31581	709	ENA SERVICES LLC	9/10/2012	Internet access- August	\$1,041.00
31582	710	Friends of Wheatfield Library	9/10/2012	Booth space for JCPL Marketing Committee	\$40.00
31583	711	GAIL EVANS	9/10/2012	Petty Cash: postage, lollipops for Marketing, Goo Gone, dish soap	\$31.87
31584	712	GAIL EVANS	9/10/2012	Mileage: 6/20-8/22/12; bank deposits, post office, delivering Board packets, Heritage Office Products for	\$17.87
31585	713	GUMDROP BOOKS	9/10/2012	Books	\$294.15
31586	714	HERITAGE OFFICE PRODUCT	9/10/2012	Nametag	\$10.50
31587	715	IBT VIDEO SYSTEMS, INC.	9/10/2012	Rens: down payment on video cameras & installation	\$1,830.50
31588	716	IBT VIDEO SYSTEMS, INC.	9/10/2012	Rens: Final payment on video cameras & installation	\$1,830.50
31589	717	INDIANA LIBRARY FEDERATIO	9/10/2012	ILF Legislative Forum & Insurance Benefits Registration- 3 people	\$195.00
31590	718	INFORMATION TODAY, INC.	9/10/2012	Internet Librarian Conference registration	\$329.00
31591	719	INTELLIGENT CLEANING SYST	9/10/2012	Toilet tissue, paper towels	\$292.85
31592	720	JASPER COUNTY HISTORICAL	9/10/2012	Vintage Views #20	\$12.50
133	721	JASPER COUNTY PUBLIC LIBR	9/10/2012	Bank transfers (IBT Video & Automatic Door Service)- from LIRF bank account	\$7,431.00
31593	722	KAPCO	9/10/2012	Book Repair Materials	\$110.88
31594	723	KAPER'S BUILDING MATERIAL,	9/10/2012	Drywall, adhesive, & furring strips for mold repairs-DeM Lib	\$34.42
31595	724	LINDA POORTENGA	9/10/2012	Mileage: Employee Eval, B2B, Branch Counterparts Mtgs	\$132.65
31596	725	MAGAZINE SUBSCRIPTION SE	9/10/2012	Subscription renewals-Rens	\$228.52
31597	726	MIDAMERICA BOOKS	9/10/2012	Ch. Books-DeM.	\$1,033.20
31598	727	MIDWEST TAPE	9/10/2012	DVDs, Shipping credits; Audiobk sleeves	\$898.67
31599	728	MOTION PICTURE LICENSING	9/10/2012	Movie license 10/1/12-10/1/13-Rens Lib	\$103.60
31600	729	NANETTE SPEACHT	9/10/2012	Mileage: Circulation Counterparts Mtg	\$38.30
31601	730	NASON'S APPLIANCE CO.	9/10/2012	15cf Frigidaire Refrigerator - DeM. (upper level)	\$520.00
31602	731	NIPSCO	9/10/2012	Wh. Utilities, 8/2-8/30/12	\$2,057.99

Printed on Monday, September 10, 2012

Page 1 of 3

F6b Warrant		Claim	Name of Claimant	Date	Explanation	Total
Number	Number	Number				
31603	732		OFFICE DEPOT	9/10/2012	Security Envelopes, Constr Paper, Index Cards, Copy paper, masking tape, speciality paper, 5-chairmats, binders, monitor riser, cpu stand, pencils	\$311.40
31604	733		PATTY STRINGFELLOW	9/10/2012	Mileage: Affordable Care Act Mtg, SET Mtg, NILBA Dinner Mtg; Affordable Care Act expense	\$183.22
31605	734		PEGGY WOODS	9/10/2012	Mileage: Bank Dep, Walmart, AV Shopping trip, post office	\$11.71
31606	735		POINT OF SALE	9/10/2012	Cash Register & Receipt Paper rolls	\$214.43
31607	736		PRECISION CONTROL SYSTE	9/10/2012	Mtnce Contract (July-Sep), DeM & Rens; Valve replaced, old water line capped off @ DeM.	\$2,145.50
31608	737		PROQUEST LLC	9/10/2012	Microfilm of Rens Rep (1/1-4/30/12)	\$83.92
31609	738		QUILL CORPORATION	9/10/2012	Pencil Sharpener, Credit on a sharpener, Stamp Pad Ink & Pad, Triplicate Computer paper; tape	\$477.84
31610	739		RACHAEL CAVINDER	9/10/2012	Mileage: CYPD Conference	\$148.74
31611	740		RAYANN GILMORE	9/10/2012	Mileage: Bank Deposits, ILL packages-Post Office; Employee Orientation, Deliver Bd Packets	\$38.13
31612	741		Rory McMahan	9/10/2012	Sherlock Holmes Mr. History Program, Rens Lib, 8/27/12	\$200.00
31613	742		SARAH SCROGGINS	9/10/2012	Reimbursement for lost book previously paid for.	\$5.36
31614	743		SHEILA MAXWELL	9/10/2012	Mileage(4/10-8/28): Roeing assistance, Mgmt Mtg, Counterparts Mtg; Postage (red'd defective scanner), Counterparts expense	\$373.43
31615	744		SUE TOBIAS	9/10/2012	Affordable Care Act Seminar- Lunch expense	\$10.12
31616	745		TOWN OF DEMOTTE	9/10/2012	Sewer services, August 2012	\$71.90
31617	746		TOWN OF WHEATFIELD	9/10/2012	Sewer Service, Sep 2012	\$56.65
31618	747		VISION SERVICE PLAN- (IN)	9/10/2012	Vision Premium, Sep 2012 (19 participants)	\$209.20
31619	748		TRUGREEN CHEMLAWN	9/10/2012	Wh. Lib Weed control & DeM. Crab Apple Scab Treatment	\$194.95
31620	749		WAL-MART COMMUNITY/GEM	9/10/2012	DVDs, Craft Supplies, Cleaning wipes, glue sticks, Lego prizes, program supplies, music cds	\$2,220.85
31621	750		WASTE MANAGEMENT	9/10/2012	DeM: trash pickup- Sept.	\$69.30
31622	751		DAVIS WATER SERVICES, INC	9/10/2012	DeM: softener & tannin unit salt	\$355.50
0	752		ALLIANCE BANK	9/10/2012	Direct Deposit fees- August	\$37.40
31623	753		CENTURYLINK	9/10/2012	Local phone service-Sep, Rens Lib	\$126.27
31624	754		CHICAGO TRIBUNE	9/10/2012	Newspaper Subscription, 9/1/12-3/10/13, DeM	\$195.00
31625	755		GAIL EVANS	9/10/2012	DeM. Petty Cash Reimbursement: Postage, Program Supplies, DVD-Wii Rental	\$14.39
31626	756		JASPER COUNTY HOSPITAL	9/10/2012	Water Test (Coliform & Nitrates), DeM. (Bi-monthly)	\$40.00
31627	757		NIPSCO	9/10/2012	DeM. Utilities, 8/6-9/5/12	\$3,104.89

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$126,870.09

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 10, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$126,870.09**

Date this 10th day of September, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Oct



*Some people seem to specialize
In doing thoughtful deeds.
Before you ask, they understand
Your problems and your needs.
They help because they want to,
They find joy in being kind,
And making others happy
Is the first thing on their minds.
They make this world a better place
By practicing the art
Of reaching out to others
And by giving...from the heart.*

AMANDA BRADLEY

Thank you so much—
May you always be as happy
as you make others!

Miss Carolyn S. Sue

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 8, 2012, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10, R12, R14)

General Business

Budget 2013 Adoption (R 20)
Advanced Tax Draw Resolution (R 20)
Video Surveillance Policy-New (R16, R 21)
2013 Slate of Officers (R 21)
NILBA Dinner (R 21)

Action
Action
Action
Information
Information

Director's Report (R 20–R 24)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

September 10, 2012
Wheatfield Library

Present: Jody Melton, Deana George, Natalie Waling, Timothy Schultz, Janet Umlauf, Patricia Stringfellow, Diana Kooy, Rachael Cavinder, Rayann Gilmore, & Gail Evans

Absent: Mari Anne Sayler & Janelle Harper

Agenda & Consent Agenda Approval: The Consent Agenda was amended to include a Request to send three staff to the Society of Indiana Archivist Workshop, and the Salary Ordinance update, on a motion by J. Umlauf, seconded by D. George. Motion passed. The Agenda and amended Consent Agenda, August Board Meeting Minutes, bills/financial reports, the reviewed Board By-Laws Policy and revisions to Mobile Computer Lab Policy, as presented, were approved on a D. George, second by J. Melton. Motion passed. In response to a question on cost of yellow page listings, the library will reconsider continuing the listings for the next renewal period.

Budget Hearing: Legal ads were scheduled to run in the Rensselaer Republican and KV Post-News on Sep 16 and 23rd issues; however, the KV Post failed to run in the Sep 16th paper but did run it on Sep 30th which was within the acceptable public notification time before the Budget Hearing. No citizens were in attendance for the hearing to comment on the proposed budgets. The President deemed the hearing closed.

Wheatfield Library Annual Reports: R. Cavinder, Youth Services Specialist, was excited to report that the young adult summer reading program attracted an overwhelming number of teens registering 97 with 71 completing the required reading. One of the main attractions was the Nook Reader prize. She also has been imparting to the kids that we have free e-reader downloads for patrons through Overdrive, and this is attracting more kids to the library. They are now experiencing the positive impact of retaining kids in their programs. Many of them have been using the library since their Lapsit and Toddler Time days. The numbers are constantly growing especially at the elementary level. Parents are eager to hear about our programs and getting their children registered. At a recent school visit Rachael overheard parents speaking to parents about our programs and encouraging each other to attend, another wonderful impact, testimonials!

D. Kooy believes many of Wheatfield Library successes are due to marketing the library with end-cap displays, shelf talkers, and reader's advisory floor displays. Book Discussion members thoroughly enjoy doing short book reviews at the Book Roundtable. These titles are then added to the Reader's Advisory notebook to help patrons select books to read. The library is definitely a 'hub' for the community. Our meeting rooms are used by different community groups, rented out for social events, and for our library programs. The public come in to do their banking, search the web, get boarding passes, complete online job applications, etc. on the computers. Our DVD collection is still a big attraction. Patrons often will select the library to meet someone. We are the smallest JCPL library but big in the ways we meet the needs of our community and are proud to be here for them.

Banking Authorizations: In order for the library to conduct business with financial institutions, Rayann Gilmore, who is replacing G. Evans as Business Manager, will be handling these duties. J. Melton moved, seconded by J. Umlauf, to authorize Rayann Gilmore to seek information on behalf of the library at Alliance Bank. His motion was amended to include conducting business

with the Kentland Bank. Motion passed. The treasurer signed a letter addressed to each institution authorizing R. Gilmore to seek information and remove G. Evans from their approved list. P. Stringfellow and S. Tobias also have this authorization as noted in the letter.

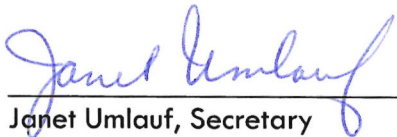
Drainage Assessment-Update: At the Board's request, P. Stringfellow contacted Kevin Sayers to learn what steps are needed to combine the DeMotte Library's ten parcels into one. A new legal description would need to be prepared by an engineer and reviewed by an attorney. There would be leg work with the county auditor. All of this work would come at a cost. The engineer fees alone would be roughly \$700, and there would be attorney fees. These costs likely do not justify the cost. At the August Drainage Board Hearing on this matter the Drainage Board voted to reduce the cost of cleaning up the DeHaan Ditch from \$40 to \$24 per parcel. This will reduce the library's assessment from \$400 to \$240 per year for our ten parcels. With the reduced rate, it will most likely take more time to complete the clean-up than the projected four years too. The board weighed the pros and cons and chose not to pursue combining the parcels at this time.

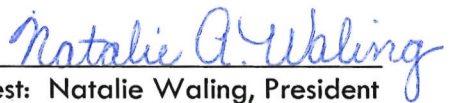
Director's Report:

Director reported an August \$500,000 CD investment from Capital Projects Fund funds; participation in the Books to Bridge reading initiative to promote literacy within a seven-county area in October; attendance at NILBA dinner/meeting with Board President N. Waling & R. Gilmore; seminar on Affordable Care Act that will impact the library in coming years, and Staff Development Day which included energetic speakers presenting on Marketing the library, Emergency First Aid, and Being Legendary with Customer Service, as we serve each other and our patrons. Security cameras at Rensselaer Library are being installed today. A portion of that cost is being covered by a \$500 Jasper Foundation grant.

N. Waling asked about the Indiana Library Federation and ILF Director, wondering about their roles with Indiana Libraries. Having received a recent email from ILF to Library Trustees regarding Indiana Library Trustee Association (ILTA) proposed by-Law changes, she wondered how involved Library Trustees were expected to be in the Indiana Library Trustee Association. P. Stringfellow explained that JCPL trustees may be involved as much as they would like, however, historically JCPL board members have not been overly involved. They receive information about ILTA as members. ILF keeps them informed. The library will investigate the advantages of being members.

Adjournment: With no further matters for discussion J. Melton moved to adjourn at 6:45 PM.


Janet Umlauf, Secretary


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
September 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	7	1	0	8
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	7	1	0	8
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	2	0	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	48	4	2	54
Blu-Ray (DBR)	56	0	0	56
Books on CD (DBKCD)	131	7	2	140
Books on Tape (DBKT)	1	0	0	1
Compact Disc (DCD)	290	38	4	332
Digital Audiobooks (DDA)	5	1	0	6
DVD (DDVD)	1432	13	6	1451
Equipment (DEQP)	42	0	0	42
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	46	0	0	46
Fiction (DFIC)	716	22	21	759
Fiction Fantasy (DFICF)	6	0	3	9
Fiction Mystery (DFICM)	171	14	0	185
Fiction New (DFICNEW)	418	17	13	448
Fiction Science Fiction (DFICSF)	9	0	2	11
Fiction Western (DFICW)	32	0	0	32
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	60	0	6	66
Hanging Bags (DHANG)	7	0	1	8
ILL (DILL)	52	2	2	56
Internet (DINTER)	933	0	0	933
Juv. Audio book (DJAUDB)	12	0	0	12
Juv. Biography (DJBIO)	25	3	1	29
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	29	0	0	29
Juvenile Easy (DJE)	461	30	11	502
Juv. Easy Non-fiction (DJENF)	60	0	2	62
Juv. Easy Reader (DJER)	286	11	7	304
Juv. Fiction (DJFIC)	342	9	9	360
Juv. Holiday books (DJHOL)	67	1	0	68
Juv. Magazine (DJMAG)	33	0	1	34
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	280	26	34	340
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	103	0	9	112

Large Print Fiction (DLPF)	207	4	2	213
Large Print Nonfic (DLPNF)	11	0	0	11
Magazine (DMAG)	624	8	2	634
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	12	0	1	13
Nonfiction 100 (DNF100)	27	0	1	28
Nonfiction 200 (DNF200)	17	2	2	21
Nonfiction 300 (DNF300)	66	3	1	70
Nonfiction 400 (DNF400)	15	0	0	15
Nonfiction 500 (DNF500)	14	0	2	16
Nonfiction 600 (DNF600)	116	8	8	132
Nonfiction 700 (DNF700)	83	7	1	91
Nonfiction 800 (DNF800)	13	0	0	13
Nonfiction 900 (DNF900)	59	3	3	65
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	76	2	2	80
Nonfiction (DNFIC)	2	1	0	3
Nonfiction New (DNFNEW)	121	6	4	131
Nonfiction VHS (DNFVHS)	4	1	0	5
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	13	0	0	13
Software (DSWAR)	17	0	0	17
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	43	1	1	45
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	168	9	7	184
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	12	0	0	12
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	11	1	0	12
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	53	3	60
Blu-Ray (RBR)	0	76	0	76
Books on CD (RBKCD)	10	154	5	169
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	247	1	252
Digital Audiobooks (RDA)	2	1	1	4
DVD (RDVD)	11	3378	3	3392
Equipment (REQP)	0	56	0	56
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	34	0	34
Fiction (RFIC)	30	608	20	658
Fiction New (RFICNEW)	13	413	11	437

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	158	2	162
Hanging Bag (RHANG)	0	29	0	29
ILL (RILL)	0	61	0	61
Internet (RINTER)	0	1497	0	1497
Juv. Audio book (RJAUDB)	0	10	0	10
Juv. Biography (RJBIO)	0	60	1	61
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	31	0	31
Juvenile Easy (RJE)	16	741	5	762
Juv. Easy Non-fiction (RJENF)	1	101	2	104
Juv. Easy Reader (RJER)	3	395	2	400
Juv. Fiction (RJFIC)	9	563	4	576
Juv. Magazine (RJMAG)	0	30	0	30
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	574	5	585
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	137	0	138
Large Print Fiction (RLPF)	8	198	3	209
Large Print Nonfic (RLPNF)	1	11	0	12
Magazine (RMAG)	0	483	3	486
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	15	0	17
Non-Fiction 100 (RNF100)	1	37	0	38
Non-Fiction 200 (RNF200)	0	40	0	40
Non-Fiction 300 (RNF300)	11	78	3	92
Non-Fiction 400 (RNF400)	0	11	2	13
Non-Fiction 500 (RNF500)	0	8	0	8
Non-Fiction 600 (RNF600)	7	218	6	231
Non-Fiction 700 (RNF700)	2	72	0	74
Non-Fiction 800 (RNF800)	0	7	2	9
Non-Fiction 900 (RNF900)	2	49	5	56
Nonfiction Blu-Ray (RNFBR)	0	5	0	5
Nonfiction DVD (RNFDVD)	1	151	1	153
Nonfiction (RNFIC)	1	23	1	25
Nonfiction new (RNFNEW)	10	193	8	211
Nonfiction VHS (RNFVHS)	0	11	0	11
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	12	0	12
Software (RSWAR)	0	44	1	45
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	21	0	21
YA Audio book (RYAUDB)	0	7	0	7
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	14	185	7	206
YA Music CD (RYACD)	2	138	0	140
YA Nonfiction (RYANF)	0	17	1	18
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	6	3	16	25
Blu-Ray (WBR)	0	0	69	69
Books on CD (WBKCD)	20	11	137	168
Books on Tape (WBKT)	0	0	4	4
Compact Disc (WCD)	6	14	253	273
Digital Audiobooks (WDA)	0	1	2	3
DVD (WDVD)	6	28	1760	1794
Equipment (WEQP)	0	0	10	10
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	42	42
Fiction (WFIC)	46	22	354	422
Fiction Fantasy (WFICF)	1	2	11	14
Fiction Mystery (WFICM)	14	12	47	73
Fiction New (WFICNEW)	27	21	324	372
Fiction Science Fiction (WFICSF)	1	0	13	14
Fiction Western (WFICW)	1	2	9	12
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	44	45
Hanging Bags (WHANG)	0	0	9	9
ILL (WILL)	0	1	22	23
Internet (WINTER)	0	0	555	555
Juv. Audio book (WJAUDB)	0	0	6	6
Juv. Biography (WJBIO)	0	0	14	14
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	22	23
Juvenile Easy (WJE)	11	18	433	462
Juv. Easy Non-fiction (WJENF)	1	5	43	49
Juv. Easy Reader (WJER)	11	13	227	251
Juv. Fiction (WJFIC)	5	24	332	361
Juv. Magazine (WJMAG)	0	0	19	19
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	20	232	257
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	0	120	121
Large Print Fiction (WLPF)	17	3	96	116
Large Print Nonfic (WLPNF)	1	0	8	9
Magazine (WMAG)	30	0	261	291
Non-Fiction 000 (WNF000)	2	0	4	6
Non-Fiction 100 (WNF100)	1	0	12	13
Non-Fiction 200 (WNF200)	3	6	10	19
Non-Fiction 300 (WNF300)	6	0	30	36
Non-Fiction 400 (WNF400)	1	0	1	2

Non-Fiction 500 (WNF500)	0	0	5	5
Non-Fiction 600 (WNF600)	12	2	128	142
Non-Fiction 700 (WNF700)	1	2	29	32
Non-Fiction 800 (WNF800)	0	0	5	5
Non-Fiction 900 (WNF900)	1	3	45	49
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	5	3	99	107
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	13	3	75	91
Nonfiction VHS (WNFVHS)	0	0	3	3
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	1	23	24
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	38	38
YA Audio book (WYAUSB)	0	0	2	2
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	23	15	180	218
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	13	15
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8364	11941	6483	26788

CIRCULATION BY HOLDINGS CODE
September 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	7	1	0	8
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	7	1	0	8
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	58	60	21	139
Blu-Ray (BR)	57	81	69	207
Books on CD (BKCD)	161	172	144	477
Books on Tape (BKT)	1	0	4	5
Compact Disc (CD)	300	299	258	857
Digital Audiobooks (DA)	7	3	3	13
DVD (DVD)	1449	3419	1769	6637
Equipment (EQP)	42	56	10	108
See librarian (ERR)	0	0	0	0

Express Book (EXP)	46	34	42	122
Fiction (FIC)	792	652	395	1839
Fiction Fantasy (FICF)	7	2	14	23
Fiction Mystery (FICM)	185	26	47	258
Fiction New (FICNEW)	458	451	348	1257
Fiction Science Fiction (FICSF)	10	0	15	25
Fiction Western (FICW)	33	2	9	44
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	63	158	52	273
Hanging Bags (HANG)	7	29	10	46
ILL (ILL)	52	64	24	140
Internet (INTR)	933	1497	555	2985
Juv. Audio book (JAUDB)	12	10	6	28
Juv. Biography (JBIO)	25	63	16	104
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	30	31	22	83
Juvenile Easy (JE)	488	789	449	1726
Juv. Easy Non-Fiction (JENF)	62	106	47	215
Juv. Easy Reader (JER)	300	419	236	955
Juv. Fiction (JFIC)	356	596	345	1297
Juv. Holiday (JHOL)	67	1	0	68
Juv. Magazine (JMAG)	33	30	20	83
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	291	620	271	1182
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	105	137	129	371
Large Print Fiction (LPF)	232	205	101	538
Large Print Nonfic (LPNF)	13	11	8	32
Magazine (MAG)	654	491	266	1411
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	16	15	5	36
Non-Fiction 100 (NF100)	29	37	13	79
Non-Fiction 200 (NF200)	20	48	12	80
Non-Fiction 300 (NF300)	83	81	34	198
Non-Fiction 400 (NF400)	16	11	3	30
Non-Fiction 500 (NF500)	14	8	7	29
Non-Fiction 600 (NF600)	135	228	142	505
Non-Fiction 700 (NF700)	86	81	30	197
Non-Fiction 800 (NF800)	13	7	7	27
Non-Fiction 900 (NF900)	62	55	53	170
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	82	156	102	340
Nonfiction (NFIC)	3	24	1	28
Nonfiction New (NFNEW)	144	202	87	433
Nonfiction VHS (NFVH)	4	12	3	19
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	42	70	26	138
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	13	12	0	25
Software (SWAR)	17	45	24	86
Vertical File (VF)	0	3	1	4
VHS	43	22	39	104
YA Audio book (YAUSB)	2	7	2	11
YA Biography (YAB)	1	1	2	4
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	205	209	194	608
YA Music CD (YACD)	5	138	0	143
YA Nonfiction (YANF)	12	19	14	45
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	11	1	0	12
				0
Free reads	447	338	147	932
Games/Puzzles	0	33	0	33
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8853	12382	6656	27891

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2221	1711	1118	5050
Nonfiction	800	1017	473	2290
CHILDREN'S BOOKS				
Fiction	1263	1943	1159	4365
Nonfiction	447	790	334	1571
YA BOOKS				
Fiction	270	367	246	883
Nonfiction	13	20	16	49
Magazines, Adult	654	491	266	1411
Magazines, Children	33	30	20	83
Sound Recordings, adult	471	481	414	1366
Sound Recordings, ch	54	208	38	300
Online databases	0	0	0	0
Software	17	45	24	86
Vertical file	0	3	1	4
VHS/DVD/Blu-Ray	1635	3690	1982	7307
Equipment	42	56	10	108
Total	7920	10852	6101	24873
A-V Circulation	2177	4424	2458	9059
A-V Circulation as % of total	27.5%	40.8%	40.3%	36.4%

September 2012

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,149	67,021	50,270
Circulation Increase/Decrease	-5.3%	14.3%	0.4%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	23,933	24,873	3.9%
Jan. to date circulation	234,052	242,315	3.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
21,809	21,898	12,619	12,666	13,658	ADULT BOOKS
19,545	19,250	20,433	20,328	9,868	13,739 Fiction
					9,799 Nonfiction
					CHILDREN'S BKS
14,022	14,120	12,371	12,494	10,427	10,545 Fiction
9,525	9,587	6,784	6,845	5,684	5,719 Nonfiction
					YA BOOKS
2,177	2,187	2,767	2,799	2,181	2,203 Fiction
540	543	738	749	122	124 Nonfiction
				0	0 Magazines, Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,135	3,157	3,729	3,735	3,651	3,668 Sound Rec/Adult
722	723	502	515	778	778 Sound Rec/Child
18	18	29	29	7	7 Online Databases
376	376	360	360	180	180 Software
0	0			4	4 Vertical Files
4,141	4,172	6,299	6,339	3,403	3,447 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,128	76,149	66,793	67,021	50,020	50,270 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 2012

R5

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	203	44	182	39	317	69	702	152
LOCAL HISTORY								
In person	3	1	12	3	1	0	16	5
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	933	39	1497	62	555	23	2985	124
Internet use-Wireless	214		493		156		863	
Computer software used	216	18	238	20	156	13	610	51
VCR Use	0	0	0	0	5	1	5	1
Microforms	7	1	37	5	0	0	44	6
CD ROM/Online databases	203	17	421	35	85	7	709	59
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	2	1	9	3	11	4
OTHER LIBRARY SERVICES USED								
Outreach activities	12	12	14	9	0	0	26	17
Notarized documents	6	2	11	3	0	0	17	4
Meeting Room Use (no. of group)	39	13	44	15	30	10	113	38
Study room use	10	1	25	2	11	1	46	4
Proctoring	0	0	7	4	0	0	7	4
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							392	
IN-HOUSE USE ITEMS	59		195		155		409	
SELF-CHECKOUT USE	228		1253		494		1975	
INTERLIBRARY LOANS								
Requests made for:	39	10	55	14	20	5	114	29
Items rec'd for:	42	21	70	35	26	13	138	69
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8723	8847	5109	22679
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	406	468	107	981
Number of New Patrons Added	56	58	50	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	5	30	16	96	14	84	35	210
Number attending	60		323		431		814	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	4		17		0		21	
Adult Programs	5	30	2	12	1	6	8	48
Number attending	86		105		55		246	
Senior Citizen Programs	8	48	4	24	2	12	14	84
Number attending	82		34		15		131	
Total Number of Programs	19	114	25	150	17	102	61	366
Total Persons Attending	232		479		501		1212	
Total Attending Same Month Last Yr.	346		362		690		1398	
Total Staff Hours Spent		292		402		247	940	936
Total Number of In-House Program	18		23		12		53	
Total Attendance	213		434		243		890	
Total Number of Outreach Program	1		2		5		8	
Total Attendance	19		45		258		322	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5875	74.6%	7058	65.0%	4230	69.6%	17163	69.2%
Corporate	0	0.0%	76	0.7%	0	0.0%	76	0.3%
Juvenile 0-11	103	1.3%	370	3.4%	63	1.0%	536	2.2%
Juvenile-AV	939	11.9%	1479	13.6%	882	14.5%	3300	13.3%
Nonresident No Fee	0	0.0%	36	0.3%	14	0.2%	50	0.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	178	2.3%	481	4.4%	74	1.2%	733	3.0%
Reciprocal Juvenile	0	0.0%	24	0.2%	0	0.0%	24	0.1%
Reciprocal Juvenile AV	9	0.1%	77	0.7%	4	0.1%	90	0.4%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	8	0.1%	9	0.1%	17	0.1%
School	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	3	0.0%	77	0.7%	0	0.0%	80	0.3%
Staff	451	5.7%	580	5.3%	471	7.8%	1502	6.1%
Walking books	51	0.6%	47	0.4%	0	0.0%	98	0.4%
YA 12-17	70	0.9%	97	0.9%	34	0.6%	201	3.8%
YA-AV	199	2.5%	445	4.1%	294	4.8%	938	3.8%
Total	7878		10865		6075		24818	
All items borrowed by nonresidents	190	2.4%	713	6.6%	101	1.7%	1004	4.0%

**Salary Ordinance 2012
Updated 10/8/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Karla Hausenfleck	Library Assistant 2	\$11.96	10/16/12	35	D

Karla Hausenfleck, clerk at DeMotte Library, has been promoted to Library Assistant 2 at the DeMotte Library, replacing Beth Reasoner, who has moved out of state.

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 10/8/12.

<u>Deana K. George</u>	<u>Janet Umlauf</u>
<u>Mari Anne Layler</u>	<u>Timothy M. Schuetz</u>
<u>Josh Miller</u>	<u>Danille L. Harper</u>
<u>Natalie A. Uehling</u>	

Computer and Typewriter Use Policy

The library provides computers which allow access to a variety of electronic resources, including research resources, productivity office software, children's games, the Internet, and the library catalog. These computers are available for use by all patrons. Regarding Internet use, certain age restrictions apply (See Internet Use Policy). Children unable to work independently must be accompanied by an individual who is able to work independently and can quietly assist them.

Patrons are welcome to use their personal laptops and other personal computing devices in the library. Patrons may connect personal equipment only to the wireless network, or to ports designated for such use. If necessary, patrons may plug their devices into a library electrical power source so long as they do not pose a safety hazard for others. All patrons using the Internet, wired or wireless, are subject to the terms of the library's Internet Use Policy.

The library staff can provide limited assistance in computer use.

Headphones are may be available for use or purchase. The volume of audio programs must be kept low enough that other patrons are not disturbed.

There is no charge for printing from the library catalog. All other printing, including printing from online databases, costs 10 cents per printed page.

Multi-Use Computer time limits:

To promote equitable access to the Internet, the library utilizes time management software for all designated Multi-Use computers. To access these computers, JCPL library patrons must use his or her own library card number or may be given a guest pass if their card is not available; guests may receive a temporary number guest pass from circulation desk staff. Age restrictions apply (see Internet Policy).

All other patron computer time limits:

Time limits vary by library branch.

Staff may also take other measures to manage computer use time including (but not restricted to) reserving computers for individuals or groups with specific needs.

Only games currently installed on the children's computers may be played; staff cannot install other games, even those in our circulating collection.

Covered drinks are allowed near library computers.

The library also provides typewriters for patron use in the library.

No abuse of equipment or software will be tolerated. Loss or damage to the computers, peripheral equipment or library software will be paid for by the patron or responsible party.

Library staff has the right to restrict usage for those persons who do not use the equipment responsibly, do not abide by the regulations of the library, and/or do not abide by the specific rules for use of the computers.

JCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using JCPL's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

8/06; revised 10/12

REFERENCE POLICY

I. REFERENCE SERVICE DEFINED

Good reference service involves identifying a person's information need and proceeding to fulfill it accurately, efficiently and pleasantly, using the resources available in the Library system, and including referral to resources in other libraries or agencies, if necessary. It also includes providing instruction in library use.

The Jasper County Public Library regards as valid every reference question asked by any patron. All questions will be given equal consideration, and each will be answered as accurately and completely as possible within a reasonable time limit. Full library service will be available to all patrons and no questions asked by a patron will be considered unanswerable.

II. STATEMENT OF OBJECTIVES

Reference service involves directly providing information or providing instruction in the use of sources to each person to the degree that he or she individually requires.

Patrons will have opportunity to receive instruction in the use of ~~sources~~ resources and facilities but will not be denied information on the basis of whether or not they learn or accept instruction. However, the Library will encourage patrons who will need to use reference tools repeatedly, to learn the use of these tools.

The following services will be offered to patrons (listed in order of priority)

1. Directional personal service to library users who come to the library. Patrons are served on a first come, first served basis.
2. Telephone inquiries
3. Library orientation and bibliographic instruction
4. E-mail reference service/social media
5. Mail reference

III. STANDARDS

1. All information requests are to be handled. If information is available, it is provided to patrons without making a judgment on its moral or aesthetic worth.

2. No effort will be made to determine whether library users are entitled to library cards before reference service is given except to decide whether or not informational material will be checked out or interlibrary loan requested.
3. The needs of every library patron will always be taken seriously and treated with utmost respect and confidentiality. Discussion of any individual or group of individuals, whether adult or child, or their inquiries, outside the professional context, is strictly prohibited without the consent of the patron.
4. While on desk duty, service to the public takes precedence over any other duties, and service to the patron in the library takes precedence over telephone inquiries.
5. It is not sufficient for the staff to wait for a patron to request assistance. Since many patrons are reluctant to request aid, it is the responsibility of staff to anticipate public needs and offer service when it appears needed.
6. Information given is always based on accurate print or nonprint sources or learned from a reliable authority. The opinion, evaluation or interpretation of staff, even when requested, is not given as fact. Answers to reference questions will only be given after the answer has been verified and a source cited, even for the most common knowledge.
7. Neither the patron's nor the staff member's personal opinions and beliefs should influence the quality of service given.
8. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons.
9. It is noted that lengthy searches of the Internet, periodicals, bibliographic sources, or searches through extensive reference materials are beyond the Library's resources to perform. If needed, staff may consult with ~~Agency Head~~ the Managing Librarian for guidance in determining if a reference request is too extensive or beyond the library's resources. The Managing Librarian ~~Agency Head~~ may consult with Director as needed.
10. Telephone, social media, and e-mail reference service should be used for short, factual information questions which do not require extensive reading or (any) interpretation on the staff member's part.

Adopted 10/04; Reviewed 10/12

Blu-ray, VHS and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older, or 17 years of age and younger, with a consent form signed by a parent/legal guardian to borrow Blu-ray/VHS/DVDs.
3. Loan period for entertainment Blu-ray/VHS/DVDs will be three days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/, VHS/ DVDs will be three weeks, with one renewal.
4. Entertainment Blu-ray/VHS/DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations or other entities borrowing Blu-ray/VHS/DVDs for public performance may obtain an extended loan. It is the group's responsibility to determine that the Blu-ray/VHS/DVDs has been cleared for public performance.
5. Each person may borrow three (3) entertainment Blu-ray, three (3) entertainment VHS, three (3) entertainment DVDs, three (3) nonfiction Blu-ray three (3) nonfiction VHS, and three (3) nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on Blu-ray, VHS or DVDs except in the following situations:

A teacher or student wishing to use a Blu-ray, VHS or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a Blu-ray/VHS/DVD may also reserve the item for a specific date. In all cases, the Blu-ray/VHS/DVD may not be reserved more than 7 days prior to the date needed.

If an entertainment Blu-ray/VHS/DVD is not available, the patron may request that staff place a hold on the desired item if it is currently on the shelf at another branch. In addition patrons wishing to reserve a non-fiction Blu-ray/VHS/DVD may request that staff place a hold on the desired item.

Adopted 5/94; revised 10/12

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 8th DAY OF October, 2012.

NAY

AYE

Deano K. George

Mari Ann Sayler

Jody Mattheis

Kathleen A. Uebeling

Janet Umlauf

Timothy H. Schult

Laurel L. Harper

ATTEST:

Janet Umlauf
Secretary of the Jasper County Public Library Board

VIDEO SURVEILLANCE POLICY

The Jasper County Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the DeMotte and Rensselaer library premises are under video surveillance and recording. Signage will be posted at the library entrances at all times disclosing this activity.

Images from the Library surveillance system are stored digitally on hardware in the Library. It is the intent of the Library to retain all recorded images for a minimum of 14 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by the system software to make room for new images.

Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Director or appropriate department head.

When an incident occurs on the Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

JCPL FINANCIAL STATEMENT

September 30, 2012

	<u>Beginning 2012 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$402,763.39	\$147,655.74	\$1,501,855.18	\$76,594.30	\$1,493,406.81	\$394,315.02
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$8,652.97	\$516.94	\$7,509.39	\$1,813.57	\$11,248.97	\$12,392.55
DeMotte	\$1,880.46	\$104.29	\$1,942.73	\$518.03	\$2,589.56	\$2,527.29
Rensselaer	\$4,953.13	\$682.35	\$3,884.52	\$999.00	\$6,030.36	\$7,098.97
Wheatfield	\$1,819.38	(\$269.70)	\$1,682.14	\$296.54	\$2,629.05	\$2,766.29
Library Improvement Reserve Fund	\$236,626.60	\$7,431.00	\$7,431.00	\$40.26	\$420.74	\$229,616.34
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$317,847.50	\$0.00	\$88,820.15	\$133,821.24
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$3,407.19	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$1,041.00	\$8,277.00	\$0.00	\$0.00	\$516.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$22.17	\$36,546.81	\$1,251,170.84
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$121,995.56	\$0.00	\$9,387.77	\$9,387.53
Sales Tax	\$45.19	\$0.00	\$44.36	\$3.71	\$52.10	\$52.93
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,765.95	\$75,922.19	\$8,765.95	\$75,922.19	\$0.00
FICA Tax Collected	\$0.00	\$5,443.85	\$47,092.63	\$5,443.85	\$47,092.63	\$0.00
State Tax Collected	\$3,421.24	\$3,627.87	\$31,123.86	\$3,583.57	\$31,286.14	\$3,583.52
County Tax Collected	\$2,546.79	\$2,757.98	\$23,403.97	\$2,733.53	\$23,590.76	\$2,733.58
Deferred Comp.	\$0.00	\$2,680.00	\$24,090.00	\$2,680.00	\$24,090.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,909.53	\$29,678.58	\$2,909.75	\$29,678.71	\$0.13
Employee Life Insur.	\$0.00	\$136.16	\$1,226.44	\$136.16	\$1,226.44	\$0.00
Employee P.E.R.F.	\$6,922.62	\$0.00	\$21,230.77	\$2,488.87	\$21,592.60	\$7,284.45
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$182,966.02	\$2,218,778.43	\$107,215.69	\$1,897,820.01	\$2,350,023.15

Bank Balances**Jasper County Public Library****Report as of: 9/30/2012**

<i>Bank</i>		
1	Alliance Bank	\$611,119.20
2	Demotte State Bank	\$3,817.75
3	Alliance Bank-LIRF Acct	\$229,616.34
4	PNC Bank	\$5,199.86
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$0.00
8	Rensselaer Banking Ctr CD#400042716	\$0.00
9	Kentalnd Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
Total all banks =		\$2,350,023.15

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/2012 To 9/30/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$44,916.68	\$14,675.32	75.4
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$90,460.02	\$778,930.77	\$264,260.23	74.7
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$3,801.73	\$39,330.64	\$29,789.36	56.9
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$7,370.91	\$63,762.76	\$25,888.24	71.1
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$0.00	\$2,199.29	\$1,124.71	66.2
1.23 EMPLOYER'S CONTRIB. - PERF	\$76,128.00	\$0.00	\$76,128.00	\$0.00	\$55,679.03	\$20,448.97	73.1
1.24 EMPLOYER'S CONTRIB. - INS.	\$98,002.00	\$20.70	\$98,022.70	\$8,615.11	\$74,034.08	\$23,988.62	75.5
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$115,248.43	\$1,058,853.25	\$380,175.45	73.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$208.81	\$216.19	49.1
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$215.50	\$234.50	47.9
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$842.50	\$5,832.42	\$1,167.58	83.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$301.92	\$4,232.50	\$1,767.50	70.5
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$397.58	\$5,382.29	\$817.71	86.8
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$125.21	\$499.35	\$2,000.65	20.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$476.76	(\$326.76)	317.8
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$788.56	\$1,711.44	31.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$1,688.13	\$9,837.24	\$4,762.76	67.4
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$3,355.34	\$27,473.43	\$12,451.57	68.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,564.00	\$1,436.00	64.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$343.60	\$3,763.24	\$1,236.76	75.3
3.145 DATABASES & LICENSING SERVICES	\$0.00	\$21,193.00	\$21,193.00	\$0.00	\$17,183.71	\$4,009.29	81.1
3.146 E-BOOKS SERVICES	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$126.27	\$2,665.89	\$2,334.11	53.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$35.92	\$1,691.98	\$1,308.02	56.4
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,684.44	\$12,521.00	\$8,479.00	59.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$890.88	\$6,859.58	\$1,140.42	85.7
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$61.62	\$1,048.27	\$451.73	69.9
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$87.33	\$712.67	10.9
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$40.00	\$1,372.90	(\$72.90)	105.6
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$25,408.00	\$592.00	97.7
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$540.28	\$13,404.84	\$16,595.16	44.7
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$7,396.27	\$62,204.22	\$12,795.78	82.9
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$108.55	\$1,229.65	\$370.35	76.9
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$459.30	\$4,211.80	\$1,188.20	78.0
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$945.45	\$34,789.15	\$23,810.85	59.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$263.25	\$736.75	26.3
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$460.55	(\$160.55)	153.5
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$2,342.84	(\$142.84)	106.5
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$349.57	\$399.57	\$5.36	\$513.36	(\$113.79)	128.5
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$2,193.20	\$78,654.85	\$33,742.15	70.0
Subtotal	\$498,192.00	\$28,542.57	\$526,734.57	\$14,841.09	\$273,440.41	\$253,294.16	51.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$2,115.14	\$4,946.04	\$28,603.96	14.7
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$8,357.46	\$93,948.57	\$59,210.65	61.3
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$644.02	\$11,658.44	\$13,341.56	46.6
4.53 NONPRINTED MATERIALS	\$81,000.00	(\$27,943.55)	\$53,056.45	\$3,094.26	\$31,535.04	\$21,521.41	59.4
Subtotal	\$289,550.00	(\$24,784.33)	\$264,765.67	\$14,210.88	\$142,088.09	\$122,677.58	53.7
Grand Total	\$2,266,675.00	\$3,778.94	\$2,270,453.94	\$147,655.74	\$1,501,855.18	\$768,598.76	66.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 9/1/2012 To 9/30/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$46,082.00	\$0.00	\$46,082.00	\$4,270.00	\$4,270.00	\$41,812.00	9.3
Subtotal	\$56,082.00		\$56,082.00	\$4,270.00	\$4,270.00	\$51,812.00	7.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$3,161.00	\$3,161.00	(\$3,161.00)	0.0
Subtotal	\$0.00		\$0.00	\$3,161.00	\$3,161.00	(\$3,161.00)	0.0
Grand Total	\$56,082.00	\$0.00	\$56,082.00	\$7,431.00	\$7,431.00	\$48,651.00	13.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/16/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$20.70	Reimbursed for Vision Premium-Vis, Jan&Feb 2012, A/P #34 & 140
5/15/2012	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$21,193.00	Transfer per 5/14/12 Board Mtg Resolution
5/15/2012	100 OPERATING FUND	3.146 E-BOOKS SERVICES	\$7,000.00	Transfer per 5/14/12 Board Mtg Resolution
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund on Lost Bk Pd 2/8/12 & Found - A/P#175.
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$150.95	Refund on Lost Bk Pd 3/6/12 & Found - A/P#261
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on Lost Bk Pd 2/2/12 & Found - A/P#282
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on Lost Bk Pd 3/22/12 & Found - A/P#241
5/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	J. Warsing Reimbursed Lib in cash for Lost ILL Book, A/P #310 (IMPCL)
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.37	Refund on Lost Bk Pd 1/26/12 & Found - A/P#347
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.69	Refund on Lost Bk Pd 3/31/12& Found - A/P#380
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	S.Scroggins Refund on Lost Bk Pd2/28/12 & Found - A/P#4492
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	K. Blankenship Refund on Lost Bk Pd 3/29/12& Found - A/P#474
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	E.Myers Refund on Lost Bk Pd 5/24/12 & Found - A/P#462
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.44	J. Crawford Refund on Lost Bk Pd 8/1/12 & Found - A/P#643
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	R. McMahan Refund on Lost Bk Pd 6/29/12 & Found - A/P#665
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.54	J. Burton Refund on Lost Bk Pd 5/2/12 & Found - A/P#644
9/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.36	Sarah Scroggins Refund on Lost Bk Pd 8/8/12 & Found - A/P#742
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
5/10/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$17.99	K. Schara Reimbursed Lib in cash for Damaged DVD, A/P #295
5/15/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	(\$28,193.00)	Transfer per 5/14/12 Board Mtg Resolution
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount - Reason</i>
Net Changes by Fund			
<i>Fund Number</i>		<i>Net Change</i>	
100		\$3,778.94	
110.01		\$4.20	

Voucher List**Jasper County Public Library****Report Date: From 9/1/2012 To 9/30/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	689	GREAT-WEST RETIREMENT S	9/10/2012	Annuity withheld from September 10, 2012 payroll online conf#CB3BYPL3	\$1,340.00
0	690	INDIANA DEPARTMENT OF RE	9/10/2012	EFT- withheld from August payroll ref#51290	\$6,385.85
0	691	IRS USA TAXPAYMENT	9/10/2012	EFT- withheld from 10 Sep 12 payroll ref#64521893	\$11,220.28
0	692	JOSEPH ZELLON	9/10/2012	Courier mileage 8/16/12-8/31/12 online conf#2BSBQP8R	\$399.60
0	693	PAYROLL	9/10/2012	PAYROLL	\$51,329.56
31566	694	AARON HELMS	9/10/2012	Lawn mowing 8/2-8/24/12	\$560.00
31567	695	ACE HARDWARE	9/10/2012	Mold repair supplies, electrical supplies for automatic doors at Rens.	\$90.79
31568	696	ALLIED WASTE SERVICES #7	9/10/2012	Wh. Trash pickup- Sept.	\$53.90
31569	697	ANGELA BARTON	9/10/2012	Mileage: 8/16-8/17/12; Management meeting, B2B	\$101.57
31570	698	ANTHEM BLUE CROSS BLUE	9/10/2012	Health insurance premiums- Sept.	\$11,138.98
31571	699	ANTHEM LIFE	9/10/2012	Life insurance premiums- Sept.	\$103.14
31572	700	AUTOMATIC DOOR SERVICE,	9/10/2012	Rens. Automatic doors & installation	\$4,270.00
31573	701	BAKER & TAYLOR	9/10/2012	Books, Continuations, AV, Auto. Yours	\$7,564.01
31574	702	BAKER & TAYLOR ENTERTAIN	9/10/2012	DVDs	\$35.68
31575	703	BLUETARP FINANCIAL, INC	9/10/2012	Rens. Geo Cache materials, towels	\$15.71
31576	704	CAPITAL ONE BANK (USA), NA	9/10/2012	Magnetic tape, index cards, rubber stamps, books, SDD expenses, DVDs, CYPD expenses, B2B lunch, Branch Counterparts lunch, staff recognition	\$1,027.81
31577	705	CENTURION HOLDINGS, LLC	9/10/2012	Smart Shield licenses & annual maintenance	\$200.80
31578	706	CDW GOVERNMENT, INC	9/10/2012	Monitor for Digital Signs	\$1,595.14
31579	707	CULLIGAN OF KOUTS	9/10/2012	Wh. Monthly fee- Sept.	\$9.95
31580	708	EMILY DURAN	9/10/2012	Supplies for Milroy program	\$12.25
31581	709	ENA SERVICES LLC	9/10/2012	Internet access- August	\$1,041.00
31582	710	Friends of Wheatfield Library	9/10/2012	Booth space for JCPL Marketing Committee	\$40.00
31583	711	GAIL EVANS	9/10/2012	Petty Cash: postage, lollipops for Marketing, Goo Gone, dish soap	\$31.87
31584	712	GAIL EVANS	9/10/2012	Mileage: 6/20-8/22/12; bank deposits, post office, delivering Board packets, Heritage Office Products for nametag repair	\$17.87
31585	713	GUMDROP BOOKS	9/10/2012	Books	\$294.15
31586	714	HERITAGE OFFICE PRODUCT	9/10/2012	Nametag	\$10.50
31587	715	IBT VIDEO SYSTEMS, INC.	9/10/2012	Rens: down payment on video cameras & installation	\$1,830.50
31588	716	IBT VIDEO SYSTEMS, INC.	9/10/2012	Rens: Final payment on video cameras & installation	\$1,830.50
31589	717	INDIANA LIBRARY FEDERATI	9/10/2012	ILF Legislative Forum & Insurance Benefits Registration- 3 people	\$195.00
31590	718	INFORMATION TODAY, INC.	9/10/2012	Internet Librarian Conference registration	\$329.00
31591	719	INTELLIGENT CLEANING SYS	9/10/2012	Toilet tissue, paper towels	\$292.85
31592	720	JASPER COUNTY HISTORICA	9/10/2012	Vintage Views #20	\$12.50
133	721	JASPER COUNTY PUBLIC LIB	9/10/2012	Bank transfers (IBT Video & Automatic Door Service)- from LIRF bank account	\$7,431.00
31593	722	KAPCO	9/10/2012	Book Repair Materials	\$110.88
31594	723	KAPER'S BUILDING MATERIAL	9/10/2012	Drywall, adhesive, & furring strips for mold repairs-DeM Lib	\$34.42
31595	724	LINDA POORTENGA	9/10/2012	Mileage: Employee Eval, B2B, Branch Counterparts	\$132.65
31596	725	MAGAZINE SUBSCRIPTION S	9/10/2012	Subscription renewals-Rens	\$228.52
31597	726	MIDAMERICA BOOKS	9/10/2012	Ch. Books-DeM.	\$1,033.20
31598	727	MIDWEST TAPE	9/10/2012	DVDs, Shipping credits; Audiobk sleeves	\$898.67
31599	728	MOTION PICTURE LICENSING	9/10/2012	Movie license 10/1/12-10/1/13-Rens Lib	\$103.60
31600	729	NANETTE SPEACHT	9/10/2012	Mileage: Circulation Counterparts Mtg	\$38.30

F4b Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31601	730	NASON'S APPLIANCE CO.	9/10/2012	15cf Frigidaire Refrigerator - DeM. (upper level)	\$520.00
31602	731	NIPSCO	9/10/2012	Wh. Utilities, 8/2-8/30/12	\$2,057.99
31603	732	OFFICE DEPOT	9/10/2012	Security Envelopes, Constr Paper, Index Cards, Copy paper, masking tape, speciality paper, 5-chairmats, binders, monitor riser, cpu stand, pencils	\$311.40
31604	733	PATTY STRINGFELLOW	9/10/2012	Mileage: Affordable Care Act Mtg, SET Mtg, NILBA Dinner Mtg; Affordable Care Act expense	\$183.22
31605	734	PEGGY WOODS	9/10/2012	Mileage: Bank Dep, Walmart, AV Shopping trip, post office	\$11.71
31606	735	POINT OF SALE	9/10/2012	Cash Register & Receipt Paper rolls	\$214.43
31607	736	PRECISION CONTROL SYSTE	9/10/2012	Mtnce Contract (July-Sep), DeM & Rens; Valve replaced, old water line capped off @ DeM.	\$2,145.50
31608	737	PROQUEST LLC	9/10/2012	Microfilm of Rens Rep (1/1-4/30/12)	\$83.92
31609	738	QUILL CORPORATION	9/10/2012	Pencil Sharpener, Credit on a sharpener, Stamp Pad Ink & Pad, Triplicate Computer paper, tape	\$477.84
31610	739	RACHAEL CAVINDER	9/10/2012	Mileage: CYPD Conference	\$148.74
31611	740	RAYANN GILMORE	9/10/2012	Mileage: Bank Deposits, ILL packages-Post Office; Employee Orientation, Deliver Bd Packets	\$38.13
31612	741	Rory McMahan	9/10/2012	Sherlock Holmes Mr. History Program, Rens Lib, 8/27/12	\$200.00
31613	742	SARAH SCROGGINS	9/10/2012	Reimbursement for lost book previously paid for.	\$5.36
31614	743	SHEILA MAXWELL	9/10/2012	Mileage(4/10-8/28): Roeing assistance, Mgmt Mtg, Counterparts Mtg; Postage (red'd defective scanner), Counterparts expense	\$373.43
31615	744	SUE TOBIAS	9/10/2012	Affordable Care Act Seminar- Lunch expense	\$10.12
31616	745	TOWN OF DEMOTTE	9/10/2012	Sewer services, August 2012	\$71.90
31617	746	TOWN OF WHEATFIELD	9/10/2012	Sewer Service, Sep 2012	\$56.65
31618	747	VISION SERVICE PLAN- (IN)	9/10/2012	Vision Premium, Sep 2012 (19 participants)	\$209.20
31619	748	TRUGREEN CHEMLAWN	9/10/2012	Wh. Lib Weed control & DeM. Crab Apple Scab Treatment	\$194.95
31620	749	WAL-MART COMMUNITY/GEM	9/10/2012	DVDs, Craft Supplies, Cleaning wipes, glue sticks, Lego prizes, program supplies, music cds	\$2,220.85
31621	750	WASTE MANAGEMENT	9/10/2012	DeM: trash pickup- Sept.	\$69.30
31622	751	DAVIS WATER SERVICES, INC	9/10/2012	DeM: softener & tannin unit salt	\$355.50
0	752	ALLIANCE BANK	9/10/2012	Direct Deposit fees- August	\$37.40
31623	753	CENTURYLINK	9/10/2012	Local phone service-Sep, Rens Lib	\$126.27
31624	754	CHICAGO TRIBUNE	9/10/2012	Newspaper Subscription, 9/1/12-3/10/13, DeM	\$195.00
31625	755	GAIL EVANS	9/10/2012	DeM. Petty Cash Reimbursement: Postage, Program Supplies, DVD-Wii Rental	\$14.39
31626	756	JASPER COUNTY HOSPITAL	9/10/2012	Water Test (Coliform & Nitrates), DeM. (Bi-monthly)	\$40.00
31627	757	NIPSCO	9/10/2012	DeM. Utilities, 8/6-9/5/12	\$3,104.89
0	758	OFFICE DEPOT	9/12/2012	Correct a fund entry (A/P #566)	\$0.00
0	759	AFLAC	9/25/2012	Supplemental insurance withheld from 9/25/12 payroll. (online payment conf#CBXBKPDG)	\$209.48
0	760	CITY OF RENSSELAER	9/25/2012	Utilities-Rensselaer, 8/9/12-9/11/12 (online pymt conf#FBTBJPGH)	\$3,089.77
0	761	GREAT-WEST RETIREMENT S	9/25/2012	Annuity withheld from September 25, 2012 payroll online conf#2B3BFP87)	\$1,340.00
0	762	IRS USA TAXPAYMENT	9/26/2012	EFT- withheld from 25 Sep 12 payroll ref#01388002	\$10,360.43
0	763	JOSEPH ZELLON	9/25/2012	Courier mileage 9/1/12-9/15/12 online conf#KB4B6PUG	\$266.40
0	764	SOCIETY OF INDIANA ARCHIV	9/25/2012	Digitizing Photograph Wksp - E. Duran, L. Poortenga, M. Widner	\$120.00
0	765	PAYROLL	9/25/2012	PAYROLL	\$47,932.85
0	766	USA TODAY	9/27/2012	Annual Newspaper Subscription- Wh. Lib, expires 10/3/13 conf# JBPB1PSZ	\$208.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$190,397.02

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 01, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$190,397.02

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown
September 30, 2012

F5a

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,889.95	\$26,330.34
DeMotte	\$882.60	\$8,492.23		
Rensselaer	\$1,333.15	\$11,059.17		
Wheatfield	\$674.20	\$6,778.94		
PHOTOCOPIES:			\$772.40	\$7,632.96
DeMotte	\$373.50	\$3,207.12		
Rensselaer	\$229.00	\$2,810.39		
Wheatfield	\$169.90	\$1,615.45		
INTEREST (Checking, Repurchase, CDs):.....			\$104.37	\$1,490.87
TAXES:			\$72,710.64	\$1,371,035.68
Property Tax	\$0.00	\$610,740.68		
LOIT	\$17,903.58	\$161,132.22		
License Excise Tax	\$0.00	\$53,159.84		
Financial Institution Tax	\$0.00	\$1,518.90		
CVET(Commercial Vehicle Excise)	\$0.00	\$7,473.80		
Local Option/Certified Shares	\$45,173.41	\$451,055.65		
Local Option/Property Tax Repl.	\$9,633.65	\$85,954.59		
TAXABLE SALES:-.....			\$2.95	\$153.47
REFUNDS:			\$113.99	\$86,763.49
Rebates/Refund	\$50.00	\$651.35		
Insurance Claims/Reimbursements	\$0.00	\$10,292.22		
Meeting Room Rental	\$50.00	\$500.00		
Reimbursement	\$11.99	\$18.17		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$2.00	\$18.58		
Interfund Transfer	\$0.00	\$75,283.17		
TOTAL OPERATING FUND RECEIPTS.....			\$76,594.30	\$1,493,406.81
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$1,813.57	\$11,248.97
DeMotte	\$518.03	\$2,589.56		
Rensselaer	\$999.00	\$6,030.36		
Wheatfield	\$296.54	\$2,629.05		
LIB. IMPROV. RESERVE FUND:			\$40.26	\$420.74
Interest Earned	\$40.26	\$420.74		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$88,820.15	\$0.00	\$88,820.15
Property Tax	\$0.00	\$59,696.44		
License Excise Tax	\$0.00	\$4,326.00		
Financial Institution Tax	\$0.00	\$123.60		
CVET(Commercial Vehicle Excise)	\$0.00	\$608.20		
Interfund Transfer	\$0.00	\$24,065.91		
RAINY DAY FUND:		\$3,407.19	\$0.00	\$3,407.19
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$3,407.19		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$36,524.64	\$22.17	\$36,546.81
Interest Earned	\$22.17	\$13,900.33		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$22,646.48		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$9,387.77
SALES TAX:.....			\$3.71	\$52.10
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$78,474.01	\$1,643,340.54

F5b

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,765.95	\$75,922.19
FICA Collected	\$5,443.85	\$47,092.63
State Tax Collected	\$3,583.57	\$31,286.14
County Tax Collected	\$2,733.53	\$23,590.76
Deferred Comp Plan	\$2,680.00	\$24,090.00
Pre-tax Insurance Plans	\$2,909.75	\$29,678.71
Life Insurance	\$136.16	\$1,226.44
PERF	\$2,488.87	\$21,592.60
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$28,741.68

\$254,479.47

TOTAL RECEIPTS - ALL FUNDS.....

\$107,215.69

\$1,897,820.01

Voucher List

Jasper County Public Library

Report Date: From 10/1/2012 To 10/8/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31628	767	4-COUNTY SUPPLY	10/8/2012	Rens: 5 toilet seats	\$118.45
31629	768	AARON HELMS	10/8/2012	Rens: mowing 8/28-9/25/12; DeM: mowing 8/28-9/25/12; Wh: mowing 8/30-9/28/12	\$755.00
31630	769	ACE HARDWARE	10/8/2012	DeM: Exterior light fixture & accessory pack, 4 door stops, chain & s-hooks for hanging genealogy maps	\$78.08
31631	770	A&R INDUSTRIES, INC	10/8/2012	DeM: Retrofit/conversion kit for globe pole light fixture, ballast in lobby area	\$304.95
31632	771	ACCUCUT	10/8/2012	Rens: 6 die-cuts	\$204.75
0	772	ALLIANCE BANK	10/8/2012	Direct Deposit Fees- September	\$37.30
31633	773	AMERICAN LIB. ASSN.	10/8/2012	Books	\$44.00
31634	774	ANTHEM BLUE CROSS BLUE S	10/8/2012	Health Insurance Premiums- October	\$10,279.06
31635	775	ANTHEM LIFE	10/8/2012	Life Insurance Premiums- October	\$99.54
31636	776	AUDIOCRAFT PUBLISHING, IN	10/8/2012	Books	\$7.76
31637	777	BAKER & TAYLOR	10/8/2012	Books, Continuations, AV, Auto. Yours-Sep	\$13,593.39
31638	778	BAKER & TAYLOR ENTERTAIN	10/8/2012	DVDs-Sep	\$551.51
31639	779	BIERMA HARDWARE, INC.	10/8/2012	Paint & Painting materials	\$55.33
31640	780	BLUETARP FINANCIAL, INC	10/8/2012	Paint for shelving, drywall, clamps for flag rope, drill bits, hardware	\$14.64
31641	781	BOOKPAGE	10/8/2012	Bookpage subscription, Oct 2012-Sep2013	\$456.00
31642	782	BRENDA THOMPSON	10/8/2012	Mileage:B2B Mtg, Furniture Shopping, Overdrive training, Mgmt Mtg.	\$74.93
31643	783	CAPITAL ONE BANK (USA), NA	10/8/2012	Sofa, table&chairs set, DVDs, credits, magazine rack, literature display, emergency outlet lights,magazine subs, SHRM Reservation, Mtg Rm Supplies, SDD, hand punch, B2B expenses	\$1,920.41
31644	784	CDW GOVERNMENT, INC	10/8/2012	Peerless Wall Plate Stud Support- R&D Digital Display Signs	\$84.22
31645	785	CHESTER TECHNOLOGIES	10/8/2012	Printmaster Platinum, V18 Windows	\$54.99
31646	786	CULLIGAN OF KOUTS	10/8/2012	Water Cooler Rental, Drinking water refills @ Wh	\$63.95
31647	787	DAVIS WATER SERVICES, INC	10/8/2012	Tanin Unit Rental, July, Aug, Sep; 4-Solar Salt bags-DeM. Lib	\$120.00
31648	788	DEBORAH R. GOULD	10/8/2012	SDD Speaker & Mileage	\$467.80
31649	789	DELL MARKETING L.P.	10/8/2012	27 CPUs, Monitors, Keyboards, I -Laptop, 1-wide Montior	\$24,825.66
31650	790	DEMOTTE CARPET, INC	10/8/2012	Vinyl Baseboard & reattach wallpaper, cove base installation @ DeM (2011 final mold repair)	\$575.00
31651	791	DISPLAY2GO	10/8/2012	Plastic Banner Rail Kit-DeM Genealogy Dept	\$51.66
31652	792	EBSCO Accounts Receivable	10/8/2012	Novelist Online Subscription, 10/1/12-9/30/13	\$2,400.00
31653	793	ENA SERVICES LLC	10/8/2012	Internet Access, Sep 2012	\$1,191.00
31654	794	FIRE STARTER PUBLISHING	10/8/2012	Eat That Cookie: Positivity Pay Off Book	\$27.50
31655	795	FLEX-PAC INC	10/8/2012	Hand soap, Bowl Cleaner, Trash bags	\$336.08
31656	796	GAIL EVANS	10/8/2012	Lysol Spray Disinfectant, Air Wick Deodorizer Auto. Spray; Mileage: Post Office, Banking, Deliver Bd Packets, Janitorial & Hardware Supply stores	\$121.82
31657	797	GALE	10/8/2012	Newsmakers 2013 Subsc. Freight Charge	\$6.75
31658	798	GAYLORD BROS.	10/8/2012	Foil-backed Labels, Archival Storage Boxes-DeM.	\$121.52
31659	799	GUMDROP BOOKS	10/8/2012	Children Books	\$1,299.05
31660	800	HP PRODUCTS CORP.	10/8/2012	Oil-base Stainless Steel Cleaner, Neutral Disinfectant Floor Cleaner	\$147.78
31661	801	INDIANA DEPT. OF WORKFOR	10/8/2012	3rd Qtr Unemployment Compensation Contribution	\$303.81
31662	802	INDIANA STATE LIBRARY	10/8/2012	PLAC Sales, 3rd Qtr 2012 (#068152)	\$50.00
31663	803	INPRS fbo PERF	10/8/2012	3rd Quarter Contributions 2012	\$26,405.57
31664	804	INTELLIGENT CLEANING SYST	10/8/2012	Jumbo TP, Paper Towels, Hand M-Fold Towels	\$244.79

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31665	805	KANKAKEE VALLEY PUBLISHI	10/8/2012	Legal Budget Ad, KV Post-News, 8/23 & 8/30/12	\$57.49
31666	806	KEVIN M. BRACHT	10/8/2012	Found PD Book & Ret'd	\$12.99
31667	807	LINDA POORTENGA	10/8/2012	Mileage: B2B Mtg, Friends Program, Setup/Take-down	\$46.62
31668	808	MELISSA GILCHRIST	10/8/2012	Pd Book Found-Refunded	\$7.99
31669	809	PATTY STRINGFELLOW	10/8/2012	Mileage: Branch Visit, Storytime Assistance, SET Mtg.	\$48.54
31670	810	POSTMASTER	10/8/2012	Stamps: 80-\$1.00, 60-\$0.20, 40-\$0.10, 40-\$0.05, 80-\$0.04, 60-\$0.03, 60-\$0.01	\$103.60
31671	811	PRECISION CONTROL SYSTE	10/8/2012	Pump down - Replaced Control Relay, switches, solenoid coil @ Rens	\$1,006.47
31672	812	QUILL CORPORATION	10/8/2012	Colored Copy Paper, file folder labels, Canned Air Duster, Binder clips	\$75.05
31673	813	RACO INDUSTRIES	10/8/2012	Hand-held Scanners for I-Pads	\$407.00
31674	814	ROTARY CLUB of RENSSELAE	10/8/2012	Membership Dues/Meals - July/Aug 2012	\$99.00
31675	815	ROEING CORP.	10/8/2012	Display Adapter Adapter Cables; 4th Qtr Maintenance contract	\$7,584.00
31676	816	SANDRA GREENE	10/8/2012	Found Pd Book for refund	\$30.50
31677	817	SCHOLASTIC INC.	10/8/2012	Children Books	\$82.72
31678	818	SHAWNE RIFFE	10/8/2012	Pd Book Found-Refund	\$10.95
31679	819	SUE TOBIAS	10/8/2012	Mileage: Banking, Post Office, SHRM Mtg.	\$47.95
31680	820	SUSAN KALLENBACH	10/8/2012	Found Pd Book-Refund	\$12.99
31681	821	SVT, LLC	10/8/2012	Third Thursday & Teen Program Supplies	\$26.70
31682	822	THE LIBRARY CORPORATION	10/8/2012	Library Serials Support, Nov 2012-Oct 2013	\$2,364.00
31683	823	TOWN OF DEMOTTE	10/8/2012	Wastewater Services-Sep 2012	\$71.90
31684	824	TOWN OF WHEATFIELD	10/8/2012	Wastewater Services, Oct 2012	\$56.65
31685	825	UNIQUE MANAGEMENT SERVI	10/8/2012	Initial & Secondary Collections, August 2012	\$404.10
31686	826	VISION SERVICE PLAN- (IN)	10/8/2012	Vision Premium-18 employees	\$185.97
31687	827	WAL-MART COMMUNITY/GEM	10/8/2012	DVDs, Sandhill Crane Festival supplies, Lysol Wipes, Staff Aniv Gift Cards, Mtg Rm Supplies, Tues. Movie Supplies, Mag Subsc.	\$416.13
31688	828	WASTE MANAGEMENT	10/8/2012	Trash Pick-up (DEM), October	\$69.30
31689	829	YVONNE DEL VECCHIO	10/8/2012	Mileage: Walking Books/Book Clubs (Aug & Sep)	\$32.13
31690	830	ZIESE PLUMBING, HEATING, &	10/8/2012	Replaced Well Pump Switch	\$234.00
31691	831	MIDWEST TAPE	10/8/2012	Children DVDs	\$224.62
31692	832	CARDINAL OFFICE PRODUCT	10/8/2012	Annual Mtnc Contract, DeM. Patron Copier (Sharp 207)	\$293.62
31693	833	KIRBY RISK CORPORATION	10/8/2012	4-Parking Lot bulbs (175w Metal Halide Mogul Base)	\$79.52
31694	834	SUNRISE PACKAGING INC.	10/8/2012	CD/DVD Album Cases	\$409.62
31695	842	FAEGRE BAKER & DANIELS, L	10/8/2012	Legal Assistance on personnel matters	\$600.00
31696	843	CDW GOVERNMENT, INC	10/8/2012	Peerless Wall Plate Stud Support- Wh. Digital Display Sign	\$42.11

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$102,638.28

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 08, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$102,638.28

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Nov

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 12, 2012, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 13; R 20)

General Business

Technical Services Librarian Annual Report (R 20)
Health Insurance 2013 (R 20)
ALA & PLA Webinars (R 20- R 21)
2013 Slate of Officers (R 21)
Year-End Board Meeting (R 21)

Information
Information/Action
Action
Information
Action

Director's Report (R 20-R 23)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

October 8, 2012
Rensselaer Library

Present: Jody Melton, Deana George, Natalie Waling, Timothy Schultz, Janet Umlauf, Mari Anne Sayler, Janelle Harper, Patricia Stringfellow, Rayann Gilmore

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items: September Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Computer and Typewriter Use Policy, Reference Policy, and Blu-ray, VHS and DVD Policy revisions as presented, were approved on a motion by J. Melton, seconded by J. Umlauf. Motion passed.

Budget 2013 Adoption: P. Stringfellow reviewed with the board that the 2013 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund \$2,374,771; Library Improvement Reserve Fund \$21,360; Bond & Interest Redemption Fund \$318,410. The 2013 budget was adopted with a motion by J. Melton, seconded by D. George. Motion was unanimously passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. J. Umlauf made a motion to request an advanced draw. J. Melton seconded the motion. Motion passed.

Video Surveillance Policy: P. Stringfellow presented a new policy to the Board, a Video Surveillance Policy, and recommended that it be adopted. Now that we have added video cameras at the Rensselaer Library, two of our locations have cameras. (DeMotte has had cameras for some time.) A video surveillance policy would address why we have cameras and how they and their footage are used. We have to be mindful and protective of patron privacy in regard to their use of the library, however, cameras could be a deterrent and a means of identifying and prosecuting offenders when we do have incidents. A motion was made by D. George to adopt the new Video Surveillance Policy as presented. The motion was seconded by J. Melton. Motion passed.

2013 Slate of Officers: The nominating committee, M. Sayler (chairperson), J. Melton, and D. George, will present a slate of officers for 2013 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

NILBA Dinner: There is a NILBA Dinner scheduled for Monday, October 29 at 6:30PM at Strongbow Inn in Valparaiso. Joe Hoage, Indiana Public Access Counselor, will be speaking on 'Open Door Law'. P. Stringfellow and R. Gilmore plan to attend. J. Umlauf, N. Waling, and J. Harper expressed interest in attending also.

Director's Report: After learning that the Library's bill for telephone listings only covered the bold capital letter listing in the white pages and all the other listings in the white and yellow pages were free, we cancelled the bold capital letter listing.

We have been reviewing the benefits of ILF Trustee Memberships. I have explained to you that as members you receive ILF continuing education at a reduced cost and information from ILF that

helps you stay apprised of important issues and trends. We have also learned that your Trustee membership allows us to receive Directors and Officers Liability Insurance at a reduced rate. The Library is an institutional member. Because of this membership we have an option to seek our health insurance through ILF, to be a part of this large pool. Since D & O Insurance and Health Insurance are related to our ILF memberships we recommend that we continue with these memberships for now.

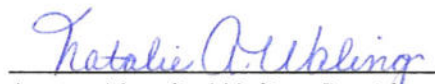
September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations in and outside the library to promote card sign-up. In September we issued over 150 new cards.

P. Stringfellow, R. Gilmore, and S. Tobias attended the ILF Legislative Forum on October 3. There are many legislators retiring this year, so there will be a lot of new faces at the State House who may not know the value of libraries. It was stressed that libraries need to get to know these new people and let them know all we do for the community. A presentation on Private Health Insurance Exchanges was provided in a morning session.

The 6th graders at Rensselaer Middle School were each given iPads this year. S. Maxwell met with M. Heinig from the Rensselaer School Corporation to investigate how these iPads would work with the Library's current wireless setup and provided feedback and tips for library staff ahead of distribution.

Adjournment: With no further matters for discussion J. Melton moved to adjourn at 6:30 PM.


Janet Umlauf, Secretary


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
October 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	16	1	0	17
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	11	0	1	12
Award Winning non-fiction (DAWNF)	2	0	0	2
Award Winner YAFIC (DAYAF)	2	0	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	38	4	3	45
Blu-Ray (DBR)	73	1	0	74
Books on CD (DBKCD)	173	6	3	182
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	295	18	5	318
Digital Audiobooks (DDA)	2	1	0	3
DVD (DDVD)	1918	30	5	1953
Equipment (DEQP)	58	0	0	58
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	56	0	0	56
Fiction (DFIC)	797	27	16	840
Fiction Fantasy (DFICF)	10	0	1	11
Fiction Mystery (DFICM)	121	20	5	146
Fiction New (DFICNEW)	447	20	16	483
Fiction Science Fiction (DFICSF)	10	0	1	11
Fiction Western (DFICW)	36	0	0	36
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	46	3	1	50
Hanging Bags (DHANG)	18	0	1	19
ILL (DILL)	52	1	2	55
Internet (DINTER)	990	0	0	990
Juv. Audio book (DJAUDB)	17	0	3	20
Juv. Biography (DJBIO)	21	6	5	32
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	13	0	0	13
Juvenile Easy (DJE)	550	24	12	586
Juv. Easy Non-fiction (DJENF)	71	9	1	81
Juv. Easy Reader (DJER)	452	3	5	460
Juv. Fiction (DJFIC)	417	15	2	434
Juv. Holiday books (DJHOL)	128	3	4	135
Juv. Magazine (DJMAG)	53	0	0	53
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	366	28	5	399
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	103	2	0	105

Large Print Fiction (DLPF)	209	10	2	221
Large Print Nonfic (DLPNF)	7	2	1	10
Magazine (DMAG)	760	0	0	760
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	3	1	8
Nonfiction 100 (DNF100)	22	1	0	23
Nonfiction 200 (DNF200)	14	3	1	18
Nonfiction 300 (DNF300)	80	2	6	88
Nonfiction 400 (DNF400)	15	0	0	15
Nonfiction 500 (DNF500)	26	0	1	27
Nonfiction 600 (DNF600)	177	10	4	191
Nonfiction 700 (DNF700)	70	6	4	80
Nonfiction 800 (DNF800)	13	0	0	13
Nonfiction 900 (DNF900)	79	2	6	87
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	87	0	1	88
Nonfiction (DNFIC)	3	0	0	3
Nonfiction New (DNFNEW)	142	6	3	151
Nonfiction VHS (DNFVHS)	2	0	0	2
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	3	0	0	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	21	0	0	21
Software (DSWAR)	23	0	0	23
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	43	3	0	46
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	219	3	4	226
YA Music CD (DYACD)	7	0	0	7
YA Nonfiction (DYANF)	11	1	2	14
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	9	0	0	9
Award Winner JBIO (RAJBIO)	0	1	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	50	1	52
Blu-Ray (RBR)	0	104	0	104
Books on CD (RBKCD)	3	162	10	175
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	403	4	412
Digital Audiobooks (RDA)	1	4	3	8
DVD (RDVD)	26	3648	12	3686
Equipment (REQP)	0	66	0	66
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	41	0	41
Fiction (RFIC)	45	696	16	757
Fiction New (RFICNEW)	21	415	9	445

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	6	228	6	240
Hanging Bag (RHANG)	0	23	0	23
ILL (RILL)	0	55	0	55
Internet (RINTER)	0	1855	0	1855
Juv. Audio book (RJAUDB)	7	16	2	25
Juv. Biography (RJBIO)	0	51	2	53
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	33	0	33
Juvenile Easy (RJE)	19	963	2	984
Juv. Easy Non-fiction (RJENF)	4	142	1	147
Juv. Easy Reader (RJER)	2	444	1	447
Juv. Fiction (RJFIC)	28	747	4	779
Juv. Magazine (RJMAG)	2	36	0	38
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	780	4	794
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	7	177	0	184
Large Print Fiction (RLPF)	13	284	5	302
Large Print Nonfic (RLPNF)	1	8	0	9
Magazine (RMAG)	4	507	1	512
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	19	0	19
Non-Fiction 100 (RNF100)	2	36	1	39
Non-Fiction 200 (RNF200)	2	37	1	40
Non-Fiction 300 (RNF300)	1	80	3	84
Non-Fiction 400 (RNF400)	1	4	0	5
Non-Fiction 500 (RNF500)	1	17	0	18
Non-Fiction 600 (RNF600)	17	182	8	207
Non-Fiction 700 (RNF700)	3	99	0	102
Non-Fiction 800 (RNF800)	1	14	0	15
Non-Fiction 900 (RNF900)	9	70	4	83
Nonfiction Blu-Ray (RNFBR)	0	7	0	7
Nonfiction DVD (RNFDVD)	4	154	2	160
Nonfiction (RNFIC)	0	17	1	18
Nonfiction new (RNFNEW)	15	233	4	252
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	1	2	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	11	0	11
Software (RSWAR)	0	42	0	42
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	6	0	6
YA Audio book (RYAUDB)	0	15	0	15
YA Biography (RYAB)	0	5	0	5

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	12	183	4	199
YA Music CD (RYACD)	0	175	3	178
YA Nonfiction (RYANF)	3	28	2	33
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	2	11	16
Blu-Ray (WBR)	0	1	83	84
Books on CD (WBKCD)	24	20	167	211
Books on Tape (WBKT)	0	0	1	1
Compact Disc (WCD)	17	22	246	285
Digital Audiobooks (WDA)	2	0	2	4
DVD (WDVD)	24	15	2245	2284
Equipment (WEQP)	0	0	12	12
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	42	42
Fiction (WFIC)	41	26	346	413
Fiction Fantasy (WFICF)	1	1	12	14
Fiction Mystery (WFICM)	8	14	28	50
Fiction New (WFICNEW)	44	27	335	406
Fiction Science Fiction (WFICSF)	0	1	14	15
Fiction Western (WFICW)	1	2	14	17
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	0	21	23
Hanging Bags (WHANG)	2	1	8	11
ILL (WILL)	1	1	23	25
Internet (WINTER)	0	0	642	642
Juv. Audio book (WJAUDB)	7	0	10	17
Juv. Biography (WJBIO)	1	0	6	7
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	1	18	21
Juvenile Easy (WJE)	10	22	569	601
Juv. Easy Non-fiction (WJENF)	1	3	51	55
Juv. Easy Reader (WJER)	12	7	261	280
Juv. Fiction (WJFIC)	24	16	329	369
Juv. Magazine (WJMAG)	1	0	32	33
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	16	26	275	317
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	1	129	131
Large Print Fiction (WLPF)	9	9	115	133
Large Print Nonfic (WLPNF)	4	0	11	15
Magazine (WMAG)	12	0	325	337
Non-Fiction 000 (WNF000)	1	0	3	4
Non-Fiction 100 (WNF100)	1	0	8	9
Non-Fiction 200 (WNF200)	2	4	14	20
Non-Fiction 300 (WNF300)	3	4	34	41
Non-Fiction 400 (WNF400)	0	0	2	2

Non-Fiction 500 (WNF500)	0	0	12	12
Non-Fiction 600 (WNF600)	9	8	124	141
Non-Fiction 700 (WNF700)	2	3	66	71
Non-Fiction 800 (WNF800)	2	0	3	5
Non-Fiction 900 (WNF900)	4	4	33	41
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	2	82	85
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	17	4	83	104
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	0	39	39
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	33	33
YA Audio book (WYAUDB)	1	0	0	1
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	3	1	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	18	303	339
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	4	1	14	19
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10030	13918	7492	31440

CIRCULATION BY HOLDINGS CODE
October 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	16	1	0	17
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	11	0	1	12
Award Winning non-fiction (AWNFI)	2	0	0	2
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	42	56	15	113
Blu-Ray (BR)	75	113	83	271
Books on CD (BKCD)	200	188	180	568
Books on Tape (BKT)	0	0	1	1
Compact Disc (CD)	317	443	255	1015
Digital Audiobooks (DA)	5	5	5	15
DVD (DVD)	1968	3693	2262	7923
Equipment (EQP)	58	66	12	136
See librarian (ERR)	0	0	0	0

Express Book (EXP)	56	41	42	139
Fiction (FIC)	883	749	378	2010
Fiction Fantasy (FICF)	11	1	13	25
Fiction Mystery (FICM)	129	34	33	196
Fiction New (FICNEW)	512	462	360	1334
Fiction Science Fiction (FICSF)	10	1	15	26
Fiction Western (FICW)	37	2	14	53
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	54	231	28	313
Hanging Bags (HANG)	20	24	9	53
ILL (ILL)	53	57	25	135
Internet (INTR)	990	1855	642	3487
Juv. Audio book (JAUDB)	31	16	15	62
Juv. Biography (JBIO)	22	57	13	92
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	15	34	18	67
Juvenile Easy (JE)	579	1009	583	2171
Juv. Easy Non-Fiction (JENF)	76	154	53	283
Juv. Easy Reader (JER)	466	454	267	1187
Juv. Fiction (JFIC)	469	778	335	1582
Juv. Holiday (JHOL)	128	3	4	135
Juv. Magazine (JMAG)	56	36	32	124
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	392	834	284	1510
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	111	180	129	420
Large Print Fiction (LPF)	231	303	122	656
Large Print Nonfic (LPNF)	12	10	12	34
Magazine (MAG)	776	507	326	1609
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	22	4	31
Non-Fiction 100 (NF100)	25	37	9	71
Non-Fiction 200 (NF200)	18	44	16	78
Non-Fiction 300 (NF300)	84	86	43	213
Non-Fiction 400 (NF400)	16	4	2	22
Non-Fiction 500 (NF500)	27	17	13	57
Non-Fiction 600 (NF600)	203	200	136	539
Non-Fiction 700 (NF700)	75	108	70	253
Non-Fiction 800 (NF800)	16	14	3	33
Non-Fiction 900 (NF900)	92	76	43	211
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	92	156	85	333
Nonfiction (NFIC)	3	17	1	21
Nonfiction New (NFNEW)	174	243	90	507
Nonfiction VHS (NFVH)	2	0	1	3
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	1	2	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	3	0	0	3

Reference (REF)	71	67	40	178
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	21	11	3	35
Software (SWAR)	23	42	39	104
Vertical File (VF)	2	0	5	7
VHS	43	9	33	85
YA Audio book (YAUDB)	4	15	0	19
YA Biography (YAB)	0	5	0	5
YA Books on CD (YABKCD)	0	3	1	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	249	204	311	764
YA Music CD (YACD)	7	175	3	185
YA Nonfiction (YANF)	18	30	18	66
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	9	0	0	9
				0
Free reads	564	358	151	1073
Games/Puzzles	16	23	0	39
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10681	14365	7686	32732

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2442	1951	1128	5521
Nonfiction	940	1071	525	2536
CHILDREN'S BOOKS				
Fiction	1652	2422	1315	5389
Nonfiction	623	1048	354	2025
YA BOOKS				
Fiction	305	435	339	1079
Nonfiction	18	35	18	71
Magazines, Adult	776	507	326	1609
Magazines, Children	56	36	32	124
Sound Recordings, adult	526	654	442	1622
Sound Recordings, ch	74	249	45	368
Online databases	0	0	0	0
Software	23	42	39	104
Vertical file	2	0	5	7
VHS/DVD/Blu-Ray	2180	3971	2464	8615
Equipment	58	66	12	136
Total	9675	12487	7044	29206
A-V Circulation	2803	4916	2990	10709
A-V Circulation as % of total	29.0%	39.4%	42.4%	36.7%

October 2012

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,540	67,458	50,590
Circulation Increase/Decrease	8.8%	26.5%	10.1%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	25,161	29,206	16.1%
Jan. to date circulation	259,213	271,521	4.7%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
21,898	22,020	12,666	12,779	13,739	13,846
19,250	19,306	20,328	20,408	9,799	9,806
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
14,120	14,161	12,494	12,569	10,545	10,604
9,587	9,626	6,845	6,862	5,719	5,726
					Fiction
					Nonfiction
					YA BOOKS
2,187	2,224	2,799	2,836	2,203	2,224
543	547	749	752	124	123
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,157	3,212	3,735	3,756	3,668	3,698 Sound Rec/Adult
723	723	515	537	778	781 Sound Rec/Child
18	18	29	29	7	7 Online Databases
376	376	360	359	180	178 Software
0	0			4	4 Vertical Files
4,172	4,209	6,339	6,409	3,447	3,536 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,149	76,540	67,021	67,458	50,270	50,590 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	251	54	244	53	353	76	848	184
LOCAL HISTORY								
In person	1	0	4	1	1	0	6	2
Letters written	3	3	11	11	0	0	14	14
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	990	41	1855	77	642	27	3487	145
Internet use-Wireless	279		704		185		1168	
Computer software used	200	17	226	19	112	9	538	45
VCR Use	0	0	0	0	6	1	6	1
Microforms	7	1	20	3	0	0	27	4
CD ROM/Online databases	217	18	340	28	64	5	621	52
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	1	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	30	30	13	9	0	0	43	29
Notarized documents	10	3	9	2	0	0	19	5
Meeting Room Use (no. of group)	45	15	44	15	33	11	122	41
Study room use	39	3	29	2	12	1	80	7
Proctoring	1	1	4	2	0	0	5	3
Tax Forms distributed	0	0	1	0	0	0	1	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							461	
IN-HOUSE USE ITEMS	52		388		241		681	
SELF-CHECKOUT USE	262		1407		562		2231	
INTERLIBRARY LOANS								
Requests made for:	70	18	35	9	49	12	154	39
Items rec'd for:	71	36	67	34	40	20	178	89
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8765	8898	5146	22809
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	409	481	108	998
Number of New Patrons Added	42	47	29	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	4	24	24	144	10	60	38	228
Number attending	118		347		250		715	
YA Programs (14-17)	1	6	4	24	2	12	7	42
Number attending	6		57		17		80	
Adult Programs	5	30	1	6	0	0	6	36
Number attending	61		175		22		258	
Senior Citizen Programs	4	24	3	18	4	24	11	66
Number attending	81		46		19		146	
Total Number of Programs	15	90	34	204	16	96	65	390
Total Persons Attending	266		625		308		1199	
Total Attending Same Month Last Yr.	384		705		301		1390	
Total Staff Hours Spent		329		468		260	1057	1047
Total Number of In-House Program	12		32		13		57	
Total Attendance	165		547		171		883	
Total Number of Outreach Program	3		2		3		8	
Total Attendance	101		78		137		316	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7058	73.4%	7996	64.3%	4905	70.1%	19959	68.7%
Corporate	0	0.0%	80	0.6%	0	0.0%	80	0.3%
Juvenile 0-11	70	0.7%	496	4.0%	32	0.5%	598	2.1%
Juvenile-AV	1269	13.2%	1725	13.9%	910	13.0%	3904	13.4%
Nonresident No Fee	1	0.0%	11	0.1%	3	0.0%	15	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	307	3.2%	498	4.0%	127	1.8%	932	3.2%
Reciprocal Juvenile	0	0.0%	20	0.2%	28	0.4%	48	0.2%
Reciprocal Juvenile AV	0	0.0%	49	0.4%	30	0.4%	79	0.3%
Reciprocal YA	4	0.0%	5	0.0%	0	0.0%	9	0.0%
Reciprocal YA AV	0	0.0%	4	0.0%	4	0.1%	8	0.0%
School	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	8	0.1%	0	0.0%	8	0.0%
St. Joseph College	0	0.0%	378	3.0%	0	0.0%	378	1.3%
Staff	566	5.9%	695	5.6%	546	7.8%	1807	6.2%
Walking books	35	0.4%	62	0.5%	0	0.0%	97	0.3%
YA 12-17	81	0.8%	100	0.8%	7	0.1%	188	3.3%
YA-AV	229	2.4%	309	2.5%	409	5.8%	947	3.3%
Total	9620		12444		7001		29065	
 All items borrowed by nonresidents	 312	 3.2%	 981	 7.9%	 192	 2.7%	 1485	 5.1%

**Salary Ordinance 2012
Updated 11/12/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Sarah Schmidt	Clerk	\$9.53	10/16/12	12	D

Sarah Schmidt was hired as Clerk at DeMotte Library, replacing Karla Hausenfleck who has been promoted to Library Assistant 2 at the DeMotte Library.

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 11/12/12.

<u>Deana K. George</u>	<u>James D. Amundson</u>
<u>Marionne Layler</u>	<u>Timothy M. Schultz</u>
<u>Jody Melton</u>	<u>Janelle L. Norpers</u>
<u>Natalie Aubling</u>	

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower our diverse community.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

No one may sell, trade, or solicit on Library property and no admission fees may be charged or collected, *except in conjunction with a library-sponsored program/event (prior approval is required).* Exceptions are made for tutors; see Study Room Policy.

The individual reserving and assuming responsibility for the room must be a resident of the Jasper County Public Library district who is a library card holder in good standing. Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, sternocups, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply co-sponsorship of the event or Library endorsement of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make this clear.

Room Charges

There is no charge for single or monthly meetings or programs except for private social gatherings. Use of a meeting room is subject to the approval of the Director or Agency Head. The Library Board of Trustees is the sole arbiter of any questions relating to the use of a meeting room.

Donations to the library's gift fund are accepted with pleasure.

The meeting rooms may be rented for private social gatherings. The cost is \$50.00 plus applicable taxes. A \$100 security deposit is required, payable prior to the scheduled event. The security deposit is forfeited if the room is not left in good condition.

Smoking and Drinking

Smoking is not permitted in any part of the library. Use of alcoholic beverages is prohibited on all library property.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; revised 11/12

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing (no long overdue items, no fines above \$5, card not expired). This does not apply to web based materials.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons will be required to pay card balance in full when card is renewed and buy a replacement card if card has been lost (purchasing card does not apply to patrons at Collections). Balance must return to zero at this time. One grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM
Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with one renewal
Blu-ray/DVD's and VHS, nonfiction	3 weeks, with one renewal
Blu-ray/DVD's and VHS, entertainment:	3 days, with no renewal
Express Books:	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only

All materials except entertainment Blu-ray, entertainment DVDs, entertainment VHS, and Express Books may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment Blu-ray, DVD's and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

Blu-ray, VHS/DVDS: 3 entertainment Blu-rays, 3 nonfiction Blu-rays, 3 entertainment DVDs, 3 entertainment VHS, 3 nonfiction VHS, and 3 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software:	no limit per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	10 adult cds, 10 YA cds, and 10 jcds per borrower's card (multiple CD sets count as one item)
All other materials:	Unlimited loan

Fines and Fees

May only be paid in US currency. Fines will never exceed the original cost of the overdue item, ~~up to a~~
~~maximum of \$100 per item.~~

<u>Overdue materials:</u>	Adult/YA Items:	\$.10 per day per item
	Juvenile items	\$.05 per day per item
	Express Books & Blu-ray, VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)

<u>Overdue materials referred to collection agency:</u>	\$10.00 per borrower plus overdue fines
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Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost Book</u>	Original retail cost of item plus \$5.00 processing fee
<u>Transparent Language</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost case- Blu-ray, VHS, DVD, CD, audio book or computer software:</u>	\$2.50 per case
<u>Lost audiobook/Playaway</u>	Original retail cost of item plus \$10 processing fee
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged computer software:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged computer software user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	\$5.00 plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$3.00 per item
<u>Lost or damaged bar code</u>	\$.10

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00	all hardback books, Blu-ray, VHS, DVDs, CDs
\$5.00	all paperbacks
\$1.00	all vertical file items, newspapers
\$25.00	computer software
\$40.00	audiobooks
\$7.50	audiobooks (per disc when 1-2 discs are missing)

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

<u>Lost or damaged borrower's card:</u>	\$2.00
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FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

<u>Customer-operated copiers</u>	10 cents per single side 20 cents double side
<u>Staff-operated copiers</u>	20 cents single side 40 cents double side
<u>Transparencies:</u>	40 cents each

Fines and fees continued-

Printing Fees:

Public Computer Workstations	10 cents per page per side
Microfilm Workstations	10 cents per page per side
with Portable Scanners	10 cents per page per side

Patrons may not use their own paper.

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Computer floppy disks
Flash Drives
Rewriteable Disks
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Hold materials: All circulating materials may be held for patrons except entertainment Blu-ray, VHS/DVD's and Express Books. Entertainment Blu-ray, VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a Blu-ray, VHS/DVD currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/12

PEOPLE COUNT WEEK: WEEK OF OCTOBER 8-13, 2012

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2012	1409	2130	2037	104	155	308	11	49	0	319	446	195	55	84	103	167	136	225	48	115	42	79	176	95
2011	1459	1892	1188	116	116	142	18	53	4	294	508	241	149	97	71	252	112	184	36	102	21	146	215	96
2010	1703	2143	1317	494	534	357	14	12	10	398	615	326	149	161	84	214	161	255	30	94	29	131	268	92
2009	1647	2226	1248	304	157	228	7	10	24	454	856	67	91	112	75	155	144	266	22	99	29	96	178	100
2008	1755	2364	1295	77	423	409	20	16	4	484	692	301	129	134	102	257	197	283	48	73	43	150	152	137
2007	1589	2054	1360	269	354	335	17	109	33	325	681	227	156	162	65	164	216	235	37	145	32	119	408	106
2006	1477	2156	1145	594	301	183	69	2	11	982	611	239	196	81	50	259	99	192	100	30	20	228	67	106

D R W

Total number:

2012	2192	3291	3005
2011	2470	3095	1947
2010	3133	3988	2470
2009	2776	3782	2037
2008	2920	4051	2574
2007	2676	4129	2393
2006	3905	3347	1740

Monthly Equivalents

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	238	364	446
Telephone: Reference	208	498	182
In-person: Directional	723	589	974
In-person: Reference	342	762	411
Total	1511	2213	2013
COPIES MADE FOR PATRONS	48	212	0

JCPL FINANCIAL STATEMENT

October 31, 2012

	Beginning 2012 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$402,763.39	\$208,736.53	\$1,710,591.71	\$77,110.56	\$1,570,517.37	\$262,689.05
Public Library Access Card Fund	\$50.00	\$50.00	\$100.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$8,652.97	\$1,168.73	\$8,678.12	\$70.00	\$11,318.97	\$11,293.82
DeMotte	\$1,880.46	\$542.34	\$2,485.07	\$0.00	\$2,589.56	\$1,984.95
Rensselaer	\$4,953.13	\$423.98	\$4,308.50	\$70.00	\$6,100.36	\$6,744.99
Wheatfield	\$1,819.38	\$202.41	\$1,884.55	\$0.00	\$2,629.05	\$2,563.88
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$7,431.00	\$35.64	\$456.38	\$229,651.98
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$317,847.50	\$0.00	\$88,820.15	\$133,821.24
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$3,407.19	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$516.00	\$8,793.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$3.01	\$36,549.82	\$1,251,173.85
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$121,995.56	\$0.00	\$9,387.77	\$9,387.53
Sales Tax	\$45.19	\$0.00	\$44.36	\$3.77	\$55.87	\$56.70
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,399.11	\$84,321.30	\$8,399.11	\$84,321.30	\$0.00
FICA Tax Collected	\$0.00	\$5,246.50	\$52,339.13	\$5,246.50	\$52,339.13	\$0.00
State Tax Collected	\$3,421.24	\$3,583.57	\$34,707.43	\$3,455.22	\$34,741.36	\$3,455.17
County Tax Collected	\$2,546.79	\$2,733.53	\$26,137.50	\$2,625.05	\$26,215.81	\$2,625.10
Deferred Comp.	\$0.00	\$2,680.00	\$26,770.00	\$2,680.00	\$26,770.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,801.13	\$32,479.71	\$2,800.43	\$32,479.14	(\$0.57)
Employee Life Insur.	\$0.00	\$135.16	\$1,361.60	\$135.16	\$1,361.60	\$0.00
Employee P.E.R.F.	\$6,922.62	\$9,579.14	\$30,809.91	\$2,404.82	\$23,997.42	\$110.13
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$245,629.40	\$2,464,407.83	\$104,969.27	\$2,002,789.28	\$2,209,363.02

Bank Balances**Jasper County Public Library****Report as of: 10/31/2012**

<i>Bank</i>		
1	Alliance Bank	\$470,044.21
2	Demotte State Bank	\$4,066.02
3	Alliance Bank-LIRF Acct	\$229,651.98
4	PNC Bank	\$5,330.81
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$0.00
8	Rensselaer Banking Ctr CD#400042716	\$0.00
9	Kentalnd Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
Total all banks =		\$2,209,363.02

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/16/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$20.70	Reimbursed for Vision Premium-Vis, Jan&Feb 2012, A/P #34 & 140
5/15/2012	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$21,193.00	Transfer per 5/14/12 Board Mtg Resolution
5/15/2012	100 OPERATING FUND	3.146 E-BOOKS SERVICES	\$7,000.00	Transfer per 5/14/12 Board Mtg Resolution
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund on Lost Bk Pd 2/8/12 & Found - A/P#175.
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$150.95	Refund on Lost Bk Pd 3/6/12 & Found - A/P#261
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on Lost Bk Pd 2/2/12 & Found - A/P#282
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on Lost Bk Pd 3/22/12 & Found - A/P#241
5/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	J. Warsing Reimbursed Lib in cash for Lost ILL Book, A/P #310 (IMPCL)
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.37	Refund on Lost Bk Pd 1/26/12 & Found - A/P#347
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.69	Refund on Lost Bk Pd 3/31/12& Found - A/P#380
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	K. Blankenship Refund on Lost Bk Pd 3/29/12& Found - A/P#474
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	E.Myers Refund on Lost Bk Pd 5/24/12 & Found - A/P#462
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	S.Scroggins Refund on Lost Bk Pd2/28/12 & Found - A/P#4492
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.44	J. Crawford Refund on Lost Bk Pd 8/1/12 & Found - A/P#643
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	R. McMahan Refund on Lost Bk Pd 6/29/12 & Found - A/P#665
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.54	J. Burton Refund on Lost Bk Pd 5/2/12 & Found - A/P#644
9/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.36	S. Scroggins Refund on Lost Bk Pd 8/8/12 & Found - A/P#742
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	K. Bracht Refund on Lost Bk Pd 8/16/12 & Found - A/P#806
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	S. Kallenbach Refund on Lost Bk Pd 8/24/12 & Found - A/P#820
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	S. Riffe Refund on Lost Bk Pd 2/7/12 & Found - A/P#818
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$30.50	S. Greene Refund on Lost Bk Pd 6/11/12 & Found - A/P#816
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.99	M. Gilchrist Refund on Lost Bk Pd 8/22/12 & Found - A/P#808
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
5/10/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$17.99	K. Schara Reimbursed Lib in cash for Damaged DVD, A/P #295
5/15/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	(\$28,193.00)	Transfer per 5/14/12 Board Mtg Resolution
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
Net Changes by Fund				
<i>Fund Number</i>		<i>Net Change</i>		
100		\$3,854.36		
110.01		\$16.19		

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/2012 To 10/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$49,917.34	\$9,674.66	83.8
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$86,432.05	\$865,362.82	\$177,828.18	83.0
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$4,226.34	\$43,556.98	\$25,563.02	63.0
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$7,103.70	\$70,866.46	\$18,784.54	79.0
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$303.81	\$2,503.10	\$820.90	75.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$25,541.66	\$81,220.69	(\$5,092.69)	106.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$20.70	\$98,022.70	\$7,837.76	\$81,871.84	\$16,150.86	83.5
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$136,445.98	\$1,195,299.23	\$243,729.47	83.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$208.81	\$216.19	49.1
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$215.50	\$234.50	47.9
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$75.05	\$5,907.47	\$1,092.53	84.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$864.37	\$5,096.87	\$903.13	84.9
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$183.43	\$5,565.72	\$634.28	89.8
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$499.35	\$2,000.65	20.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$59.92	\$536.68	(\$386.68)	357.8
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$118.45	\$907.01	\$1,592.99	36.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$532.27	\$10,369.51	\$4,230.49	71.0
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$39,925.00		\$39,925.00	\$1,833.49	\$29,306.92	\$10,618.08	73.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$600.00	\$3,164.00	\$836.00	79.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$467.80	\$4,231.04	\$768.96	84.6
3.145 DATABASES & LICENSING SERVICES	\$0.00	\$21,193.00	\$21,193.00	\$2,400.00	\$19,583.71	\$1,609.29	92.4
3.146 E-BOOKS SERVICES	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$1.23	\$2,667.12	\$2,332.88	53.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$103.60	\$1,795.58	\$1,204.42	59.9
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,007.31	\$13,528.31	\$7,471.69	64.4
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$266.57	\$7,126.15	\$873.85	89.1
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$180.59	\$1,228.86	\$271.14	81.9
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$675.00	\$675.00	\$34,725.00	1.9
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$57.49	\$144.82	\$655.18	18.1
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,372.90	(\$72.90)	105.6
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$25,408.00	\$592.00	97.7
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$750.73	\$14,155.57	\$15,844.43	47.2
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$6,711.79	\$68,916.01	\$6,083.99	91.9
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$162.55	\$1,392.20	\$207.80	87.0
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$462.20	\$4,674.00	\$726.00	86.6
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$2,835.47	\$37,624.62	\$20,975.38	64.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$263.25	\$736.75	26.3
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$99.95	\$560.50	(\$260.50)	186.8
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$27.00	\$2,369.84	(\$169.84)	107.7
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$424.99	\$474.99	\$75.42	\$588.78	(\$113.79)	124.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$10,599.02	\$89,253.87	\$23,143.13	79.4
Subtotal	\$498,192.00	\$28,617.99	\$526,809.99	\$27,483.72	\$300,924.13	\$225,885.86	57.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$26,838.54	\$31,784.58	\$1,765.42	94.7
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$13,117.23	\$107,065.80	\$46,093.42	69.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$465.99	\$12,124.43	\$12,875.57	48.5
4.53 NONPRINTED MATERIALS	\$81,000.00	(\$27,943.55)	\$53,056.45	\$2,551.58	\$34,086.62	\$18,969.83	64.2
Subtotal	\$289,550.00	(\$24,784.33)	\$264,765.67	\$42,973.34	\$185,061.43	\$79,704.24	69.9
Grand Total	\$2,266,675.00	\$3,854.36	\$2,270,529.36	\$208,736.53	\$1,710,591.71	\$559,937.65	75.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for **101 PUBLIC LIBR. ACCESS CARD**

Jasper County Public Library

Report Date: From **10/1/2012** *To* **10/31/2012**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>2. Supplies</i>							
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$50.00	\$100.00	(\$100.00)	0.0
Subtotal	\$0.00		\$0.00	\$50.00	\$100.00	(\$100.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$50.00	\$100.00	(\$100.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 10/1/2012 To 10/31/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31628	767	4-COUNTY SUPPLY	10/8/2012	Rens: 5 toilet seats	\$118.45
31629	768	AARON HELMS	10/8/2012	Rens: mowing 8/28-9/25/12; DeM: mowing 8/28-9/25/12; Wh: mowing 8/30-9/28/12	\$755.00
31630	769	ACE HARDWARE	10/8/2012	DeM: Exterior light fixture & accessory pack, 4 door stops, chain & s-hooks for hanging genealogy maps	\$78.08
31631	770	A&R INDUSTRIES, INC	10/8/2012	DeM: Retrofit/conversion kit for globe pole light fixture, ballast in lobby area	\$304.95
31632	771	ACCUCUT	10/8/2012	Rens: 6 die-cuts	\$204.75
0	772	ALLIANCE BANK	10/8/2012	Direct Deposit Fees- September	\$37.30
31633	773	AMERICAN LIB. ASSN.	10/8/2012	Books	\$44.00
31634	774	ANTHEM BLUE CROSS BLUE S	10/8/2012	Health Insurance Premiums- October	\$10,279.06
31635	775	ANTHEM LIFE	10/8/2012	Life Insurance Premiums- October	\$99.54
31636	776	AUDIOCRAFT PUBLISHING, IN	10/8/2012	Books	\$7.76
31637	777	BAKER & TAYLOR	10/8/2012	Books, Continuations, AV, Auto. Yours-Sep	\$13,593.39
31638	778	BAKER & TAYLOR ENTERTAIN	10/8/2012	DVDs-Sep	\$551.51
31639	779	BIERMA HARDWARE, INC.	10/8/2012	Paint & Painting materials	\$55.33
31640	780	BLUETARP FINANCIAL, INC	10/8/2012	Paint for shelving, drywall, clamps for flag rope, drill bits, hardware	\$14.64
31641	781	BOOKPAGE	10/8/2012	Bookpage subscription, Oct 2012-Sep2013	\$456.00
31642	782	BRENDA THOMPSON	10/8/2012	Mileage:B2B Mtg, Furniture Shopping, Overdrive training, Mgmt Mtg.	\$74.93
31643	783	CAPITAL ONE BANK (USA), NA	10/8/2012	Sofa, table&chairs set, DVDs, credits, magazine rack, literature display, emergency outlet lights,magazine subs, SHRM Reservation, Mtg Rm Supplies, SDD, hand punch, B2B expenses	\$1,920.41
31644	784	CDW GOVERNMENT, INC	10/8/2012	Peerless Wall Plate Stud Support- R&D Digital Display Signs	\$84.22
31645	785	CHESTER TECHNOLOGIES	10/8/2012	Printmaster Platinum, V18 Windows	\$54.99
31646	786	CULLIGAN OF KOUTS	10/8/2012	Water Cooler Rental, Drinking water refills @ Wh	\$63.95
31647	787	DAVIS WATER SERVICES, INC	10/8/2012	Tanin Unit Rental, July, Aug, Sep; 4-Solar Salt bags-DeM. Lib	\$120.00
31648	788	DEBORAH R. GOULD	10/8/2012	SDD Speaker & Mileage	\$467.80
31649	789	DELL MARKETING L.P.	10/8/2012	27 CPUs, Monitors, Keyboards, 1-Laptop, 1-wide Montior	\$24,825.66
31650	790	DEMOTTE CARPET, INC	10/8/2012	Vinyl Baseboard & reattach wallpaper, cove base installation @ DeM (2011 final mold repair)	\$575.00
31651	791	DISPLAY2GO	10/8/2012	Plastic Banner Rail Kit-DeM Genealogy Dept	\$51.66
31652	792	EBSCO Accounts Receivable	10/8/2012	Novelist Online Subscription, 10/1/12-9/30/13	\$2,400.00
31653	793	ENA SERVICES LLC	10/8/2012	Internet Access, Sep 2012	\$1,191.00
31654	794	FIRE STARTER PUBLISHING	10/8/2012	Eat That Cookie: Positivity Pay Off Book	\$27.50
31655	795	FLEX-PAC INC	10/8/2012	Hand soap, Bowl Cleaner, Trash bags	\$336.08
31656	796	GAIL EVANS	10/8/2012	Lysol Spray Disinfectant, Air Wick Deodorizer Auto. Spray; Mileage: Post Office, Banking, Deliver Bd Packets, Janitorial & Hardware Supply stores	\$121.82
31657	797	GALE	10/8/2012	Newsmakers 2013 Subsc. Freight Charge	\$6.75
31658	798	GAYLORD BROS.	10/8/2012	Foil-backed Labels, Archival Storage Boxes-DeM.	\$121.52
31659	799	GUMDROP BOOKS	10/8/2012	Children Books	\$1,299.05
31660	800	HP PRODUCTS CORP.	10/8/2012	Oil-base Stainless Steel Cleaner, Neutral Disinfectant Floor Cleaner	\$147.78
31661	801	INDIANA DEPT. OF WORKFOR	10/8/2012	3rd Qtr Unemployment Compensation Contribution	\$303.81
31662	802	INDIANA STATE LIBRARY	10/8/2012	PLAC Sales, 3rd Qtr 2012 (#068152)	\$50.00
31663	803	INPRS fbo PERF	10/8/2012	3rd Quarter Contributions 2012	\$26,405.57
31664	804	INTELLIGENT CLEANING SYST	10/8/2012	Jumbo TP, Paper Towels, Hand M-Fold Towels	\$244.79

F4b	Warrant	Claim				
Number	Number	Name of Claimant	Date	Explanation	Total	
31665	805	KANKAKEE VALLEY PUBLISHI	10/8/2012	Legal Budget Ad, KV Post-News, 8/23 & 8/30/12	\$57.49	
31666	806	KEVIN M. BRACHT	10/8/2012	Found PD Book & Ret'd	\$12.99	
31667	807	LINDA POORTENGA	10/8/2012	Mileage: B2B Mtg, Friends Program, Setup/Take-down	\$46.62	
31668	808	MELISSA GILCHRIST	10/8/2012	Pd Book Found-Refunded	\$7.99	
31669	809	PATTY STRINGFELLOW	10/8/2012	Mileage: Branch Visit, Storytime Assistance, SET Mtg.	\$48.54	
31670	810	POSTMASTER	10/8/2012	Stamps: 80-\$1.00, 60-\$0.20, 40-\$0.10, 40-\$0.05, 80-\$0.04, 60-\$0.03, 60-\$0.01	\$103.60	
31671	811	PRECISION CONTROL SYSTE	10/8/2012	Pump down - Replaced Control Relay, switches, solenoid coil @ Rens	\$1,006.47	
31672	812	QUILL CORPORATION	10/8/2012	Colored Copy Paper, file folder labels, Canned Air Duster, Binder clips	\$75.05	
31673	813	RACO INDUSTRIES	10/8/2012	Hand-held Scanners for I-Pads	\$407.00	
31674	814	ROTARY CLUB of RENSSSLAE	10/8/2012	Membership Dues/Meals - July/Aug 2012	\$99.00	
31675	815	ROEING CORP.	10/8/2012	Display Adapter Adapter Cables; 4th Qtr Maintenance contract	\$7,584.00	
31676	816	SANDRA GREENE	10/8/2012	Found Pd Book for refund	\$30.50	
31677	817	SCHOLASTIC INC.	10/8/2012	Children Books	\$82.72	
31678	818	SHAWNE RIFFE	10/8/2012	Pd Book Found-Refund	\$10.95	
31679	819	SUE TOBIAS	10/8/2012	Mileage: Banking, Post Office, SHRM Mtg.	\$47.95	
31680	820	SUSAN KALLENBACH	10/8/2012	Found Pd Book-Refund	\$12.99	
31681	821	SVT, LLC	10/8/2012	Third Thursday & Teen Program Supplies	\$26.70	
31682	822	THE LIBRARY CORPORATION	10/8/2012	Library Serials Support, Nov 2012-Oct 2013	\$2,364.00	
31683	823	TOWN OF DEMOTTE	10/8/2012	Wastewater Services-Sep 2012	\$71.90	
31684	824	TOWN OF WHEATFIELD	10/8/2012	Wastewater Services, Oct 2012	\$56.65	
31685	825	UNIQUE MANAGEMENT SERVI	10/8/2012	Initial & Secondary Collections, August 2012	\$404.10	
31686	826	VISION SERVICE PLAN- (IN)	10/8/2012	Vision Premium-18 employees	\$185.97	
31687	827	WAL-MART COMMUNITY/GEM	10/8/2012	DVDs, Sandhill Crane Festival supplies, Lysol Wipes, Staff Aniv Gift Cards, Mtg Rm Supplies, Tues.Movie Supplies, Mag Subsc.	\$416.13	
31688	828	WASTE MANAGEMENT	10/8/2012	Trash Pick-up (DEM), October	\$69.30	
31689	829	YVONNE DEL VECCHIO	10/8/2012	Mileage: Walking Books/Book Clubs (Aug & Sep)	\$32.13	
31690	830	ZIESE PLUMBING, HEATING, &	10/8/2012	Replaced Well Pump Switch	\$234.00	
31691	831	MIDWEST TAPE	10/8/2012	Children DVDs	\$224.62	
31692	832	CARDINAL OFFICE PRODUCT	10/8/2012	Annual Mtncce Contract, DeM. Patron Copier (Sharp 207)	\$293.62	
31693	833	KIRBY RISK CORPORATION	10/8/2012	4-Parking Lot bulbs (175w Metal Halide Mogul Base)	\$79.52	
31694	834	SUNRISE PACKAGING INC.	10/8/2012	CD/DVD Album Cases	\$409.62	
0	835	ALLIED WASTE SERVICES #71	10/10/2012	Wh. Trash pickup- October (Confirm #WBLBYPYL)	\$53.90	
0	836	GREAT-WEST RETIREMENT S	10/10/2012	Annuity withheld from October 10, 2012 payroll online conf#9B9BDOAV)	\$1,340.00	
0	837	INDIANA DEPARTMENT OF RE	10/19/2012	State & County Taxes w/held 10 October 12 Payroll, ref #83230 Verification #24	\$6,317.10	
0	838	IRS USA TAXPAYMENT	10/11/2012	EFT- withheld from 10 Oct 12 payroll ref#35901724	\$10,233.70	
0	839	JOSEPH ZELLON	10/10/2012	Courier mileage 9/16/12-9/30/12 online conf#WBFBLPXK	\$333.00	
0	840	NIPSCO	10/10/2012	Utilities-Wheatfield 8/31/12-10/2/12 (online pymt conf#HB8B2PMV)	\$2,109.48	
0	841	PAYROLL	10/10/2012	PAYROLL	\$47,300.86	
31695	842	FAEGRE BAKER & DANIELS, L	10/8/2012	Legal Assistance on personnel matters	\$600.00	
31696	843	CDW GOVERNMENT, INC	10/8/2012	Peerless Wall Plate Stud Support- Wh. Digital Display Sign	\$42.11	
0	844	PAYROLL	10/25/2012	PAYROLL	\$48,358.19	
0	845	AFLAC	10/25/2012	Supplemental insurance withheld from 10/25/12 payroll. (online payment conf#2B1BWPFQ)	\$209.48	
0	846	CENTURYLINK	10/25/2012	Rn, Wh, & Dm long distance -August-Confirm #HB1B3PYV	\$1.23	
0	847	CITY OF RENSSSLAER	10/25/2012	Utilities-Rensselaer, 9/11/12-10/9/12 (online pymt conf#ABQBWPFQ)	\$2,772.65	
0	848	GREAT-WEST RETIREMENT S	10/25/2012	Annuity withheld from October 25, 2012 payroll online conf#WBJBSTZ9	\$1,340.00	

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	849	IRS USA TAXPAYMENT	10/26/2012	EFT- withheld from 25 Oct 12 payroll ref#00320597	\$10,515.61
0	850	JOSEPH ZELLON	10/25/2012	Courier mileage 10/1/12-10/15/12 online conf#NBUB4PWT	\$366.30
0	851	NIPSCO	10/25/2012	DeM. Utilities, 9/5/12-10/4/12 Confirm#LBOB5PYV	\$2,899.39
31698	852	PULASKI COUNTY PUBLIC LIB	10/25/2012	NILBA meeting (5 people)	\$125.00
0	853	INPRS fbo PERF	10/29/2012	10/10/12 Payroll Payment to INPRS	\$4,339.48
0	854	INPRS fbo PERF	10/29/2012	10/25/12 Payroll Contributions	\$4,375.75

Total Amount of Claims \$245,629.40

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 02, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$245,629.40

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5a

Receipt Breakdown

October 31, 2012

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,800.63	\$29,130.97
DeMotte	\$961.74	\$9,453.97		
Rensselaer	\$1,243.79	\$12,302.96		
Wheatfield	\$595.10	\$7,374.04		
PHOTOCOPIES:			\$867.41	\$8,500.37
DeMotte	\$339.60	\$3,546.72		
Rensselaer	\$337.56	\$3,147.95		
Wheatfield	\$190.25	\$1,805.70		
INTEREST (Checking, Repurchase, CDs):.....			\$71.99	\$1,562.86
TAXES:			\$72,710.64	\$1,443,746.32
Property Tax	\$0.00	\$610,740.68		
LOIT	\$17,903.58	\$179,035.80		
License Excise Tax	\$0.00	\$53,159.84		
Financial Institution Tax	\$0.00	\$1,518.90		
CVET(Commercial Vehicle Excise)	\$0.00	\$7,473.80		
Local Option/Certified Shares	\$45,173.41	\$496,229.06		
Local Option/Property Tax Repl.	\$9,633.65	\$95,588.24		
TAXABLE SALES:-.....			\$3.88	\$157.35
REFUNDS:			\$656.01	\$87,419.50
Rebates/Refund	\$0.00	\$651.35		
Insurance Claims/Reimbursements	\$0.00	\$10,292.22		
Meeting Room Rental	\$100.00	\$600.00		
Reimbursement	(\$3.99)	\$14.18		
Fixed Asset Sales	\$550.00	\$550.00		
Miscellaneous Receipts	\$10.00	\$28.58		
Interfund Transfer	\$0.00	\$75,283.17		
TOTAL OPERATING FUND RECEIPTS.....			\$77,110.56	\$1,570,517.37
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$70.00	\$11,318.97
DeMotte	\$0.00	\$2,589.56		
Rensselaer	\$70.00	\$6,100.36		
Wheatfield	\$0.00	\$2,629.05		
LIB. IMPROV. RESERVE FUND:			\$35.64	\$456.38
Interest Earned	\$35.64	\$456.38		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$88,820.15	\$0.00	\$88,820.15
Property Tax	\$0.00	\$59,696.44		
License Excise Tax	\$0.00	\$4,326.00		
Financial Institution Tax	\$0.00	\$123.60		
CVET(Commercial Vehicle Excise)	\$0.00	\$608.20		
Interfund Transfer	\$0.00	\$24,065.91		
RAINY DAY FUND:		\$3,407.19	\$0.00	\$3,407.19
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$3,407.19		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$36,546.81	\$3.01	\$36,549.82
Interest Earned	\$3.01	\$13,903.34		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$22,646.48		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$9,387.77
SALES TAX:-.....			\$3.77	\$55.87
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$77,222.98	\$1,720,563.52

F5b

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,399.11	\$84,321.30
FICA Collected	\$5,246.50	\$52,339.13
State Tax Collected	\$3,455.22	\$34,741.36
County Tax Collected	\$2,625.05	\$26,215.81
Deferred Comp Plan	\$2,680.00	\$26,770.00
Pre-tax Insurance Plans	\$2,800.43	\$32,479.14
Life Insurance	\$135.16	\$1,361.60
PERF	\$2,404.82	\$23,997.42
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$27,746.29

\$282,225.76

TOTAL RECEIPTS - ALL FUNDS.....

\$104,969.27

\$2,002,789.28

Voucher List

Jasper County Public Library

Report Date: From 11/1/2012 To 11/12/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	855	GREAT-WEST RETIREMENT S	11/9/2012	Annuity withheld from November 9, 2012 payroll online conf#4BNBLTYF	\$1,340.00
0	857	INPRS fbo PERF	11/9/2012	11/9/12 Payroll Contributions	\$4,761.28
0	859	JOSEPH ZELLON	11/9/2012	Courier mileage 10/16/12-10/31/12 online conf#5BJBYTO	\$399.60
0	860	PAYROLL	11/9/2012	PAYROLL	\$51,803.94
31699	861	ACE HARDWARE	11/12/2012	Dem: materials to mount digital sign, lights for front sign, nuts & bolts	\$43.86
0	862	ALLIANCE BANK	11/12/2012	Direct Deposit Fees-October	\$37.30
31700	863	ALLIED WASTE SERVICES #71	11/12/2012	Wh. Trash Pick up- November	\$54.88
31701	864	ANGELA BARTON	11/12/2012	Mileage 8/23-10/18/12: Anniversary cake pick up, Management meeting, Counterparts meetings, B2B; Teen Christmas program supplies	\$129.17
31702	865	ANTHEM LIFE	11/12/2012	Life Insurance Premiums- November	\$99.54
31703	866	ANTHEM BLUE CROSS BLUE S	11/12/2012	Health Insurance Premiums-November	\$9,643.70
31704	867	AUDIOCRAFT PUBLISHING, IN	11/12/2012	Books	\$7.59
31705	868	BAKER & TAYLOR	11/12/2012	Books, Continuations, AV, Auto. Yours	\$15,116.27
31706	869	BAKER & TAYLOR ENTERTAIN	11/12/2012	DVDs	\$403.33
31707	870	BLR	11/12/2012	Indiana Employment Law Newsletter- 1 year subscription	\$247.00
31708	871	BLUETARP FINANCIAL, INC	11/12/2012	Double faced tape, display case keys, grass seed, electrical supplies	\$29.49
31709	872	BRENDA THOMPSON	11/12/2012	Mileage 10/11/12: Management meeting	\$24.42
31710	873	BUSINESS MANAGEMENT DAI	11/12/2012	Manager's Legal Bulletin & Payroll Legal Alert Newsletters 1 year subscriptions	\$171.00
31711	874	CAPITAL ONE BANK (USA), NA	11/12/2012	Magazines, DVDs, CDs, AV Shopping expenses, Books, Wh. Children's supplies, Children's Counterparts expenses, B2B expenses, Craft program supplies, Rens. Children's supplies, Teen Tech Week prize	\$4,739.99
31712	875	CENTER POINT PUBLISHING	11/12/2012	Largeprint Books	\$56.95
31713	876	CENTURYLINK	11/12/2012	Dem., Rens., & Wh. Long Distance-October	\$4.23
31714	877	CHICAGO TRIBUNE	11/12/2012	Wheatfield 6-month Daily Subscription thru 5/8/13	\$195.00
31715	878	CYNTHIA L.HORGASH	11/12/2012	Dem: Storytelling program presenter- 10/15/12	\$50.00
31716	879	CIRCLE R ELECTRIC, INC.	11/12/2012	Rens: Repaired flag pole lights	\$299.85
31717	880	CULLIGAN OF KOUTS	11/12/2012	Water Cooler Rental- November	\$9.95
31718	881	D & S COMPUTER SERVICES	11/12/2012	Website Hosting- 4th qtr 2012 payment	\$120.00
31719	882	DAVIS WATER SERVICES, INC	11/12/2012	Dem: 4 bags solar salt	\$30.00
31720	883	DEBORRAH WYNDHAM	11/12/2012	Wh: Holiday Music Program Presenter- 11/13/12	\$495.00
31721	884	DE MCO	11/12/2012	Paper Roll, Kid's Headphones, Record Checking Cards, YA Labels, Foam Letters, Bookmarks, Tech. Services supplies, Mystery Labels, Wall-mounted Magazine Rack,	\$1,102.67
31722	885	DIANA KOOY	11/12/2012	Mileage 7/23-10/12/12: deliver water sample, Librarian's Council Meeting, deliver check to Signs by Phil, Counterparts Meeting, Management Meeting	\$92.69
31723	886	ELLISON EDUCATIONAL EQUI	11/12/2012	3 SureCut Dies	\$111.30
31724	887	EMILY DURAN	11/12/2012	Mileage 10/16-10/27/12: AV Shopping Trip, Genealogy Fair; Genealogy Fair expenses	\$150.17
31725	888	EVELYN BRISTOL	11/12/2012	Mileage 5/9-9/6/12: Positivity Meetings, Interview, Management Meeting, deliver B2B bags	\$132.65
31726	889	GALE	11/12/2012	Books	\$1,003.58
31727	890	GAYLORD BROS.	11/12/2012	Foil Backed Labels, Rens: 2 Magazine Racks	\$117.37
31728	891	HAMSTRA BUILDERS, INC.	11/12/2012	Boiler Maintenance Agreement Payment	\$1,150.00
31729	892	HERITAGE OFFICE PRODUCT	11/12/2012	Nametag- Sarah	\$11.50
31730	893	HIGHSMITH CO. INC.	11/12/2012	Laminate Film	\$138.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31731	894	HP PRODUCTS CORP.	11/12/2012	Trash Bags, Paper Towels, Gleme Glass Cleaner, Cigarette Urn Sand	\$223.74
31732	895	INTELLIGENT CLEANING SYST	11/12/2012	Jumbo TP, Paper Towels	\$164.59
31733	896	INDIANA CHAMBER	11/12/2012	Books	\$222.95
31734	897	INTEGRITY SOFTWARE, INC	11/12/2012	SofTrack Renewal	\$911.86
31735	898	JAN ALDRIDGE CLARK	11/12/2012	Splendid Harpist CDs- PO#6871	\$51.00
31736	899	JAMES R. LITTLE	11/12/2012	Mileage 10/18/12: pick up plumbing parts; plumbing parts	\$82.20
31737	900	JODI JORDAN	11/12/2012	Patron returned book that was previously paid for.	\$42.93
31738	901	KENT ADHESIVE PRODUCTS	11/12/2012	Book Poly Covers	\$162.30
31739	902	KIM DELGER	11/12/2012	Mileage 10/26/12: Pick up book discussion books; magazines	\$47.33
31740	903	KIRBY RISK CORPORATION	11/12/2012	61- 4' fluorescent tubes, 3- 2' fluorescent tubes	\$202.21
31741	904	KOLORTECH, INC.	11/12/2012	4- Metal Halide 70watt medium base bulbs, 10- BAB bulbs	\$105.00
31742	905	KONE, INC.	11/12/2012	DeM. Quarterly elevator maintenance	\$370.80
31743	906	K.V.ELECTRIC CORP.	11/12/2012	Dem: Replace light socket	\$93.36
31744	907	LINDA POORTENGA	11/12/2012	Mileage 10/19/12: B2B Meeting; DVDs	\$80.51
31745	908	THE LOCK DOCTOR	11/12/2012	Rens: Repair lock on employee entrance door	\$132.00
31746	909	MELISSA J. WIDNER	11/12/2012	Mileage 10/5/12: Indiana Archivists Workshop	\$112.67
31747	910	MIDWEST TAPE	11/12/2012	Children DVDs	\$199.46
31748	911	MIKE MULLIN	11/12/2012	Dem: Author Visit 12/6/12	\$200.00
31749	912	MR. ROOTER OF NWI	11/12/2012	Wh: Unclog 6" gutter line	\$346.75
31750	913	NANCY PHILLIPS	11/12/2012	Fish Tank supplies	\$24.22
31751	914	NETWISE RESOURCES LLC	11/12/2012	Wh: Copier, Rens: Workroom Copier Maintenance Contract- qtrly pymt, Wh: Workroom Copier Maintenance Contract- qtrly pymt	\$4,861.48
134	915	JASPER COUNTY PUBLIC LIBR	11/12/2012	Bank Transfer (Wh: Copier)- from LIRF bank account check# 134	\$4,276.36
31753	916	NIBM	11/12/2012	The HR Specialist- 1 year subscription	\$97.00
31754	917	NICK THOMAS	11/12/2012	Patron returned book that was previously paid for.	\$13.95
31755	918	NIPSCO	11/12/2012	Dem: Utilities 10/4-11/2/12; Wh: Utilities 10/1-10/31/12	\$5,046.80
31756	919	OFFICE DEPOT	11/12/2012	Toner cartridges, CD folders, Lettering tape, Filament tape Sharpies, Packing tape, Chair mats, Blue labels, Notebooks, Monitor riser, Index cards, Stapler, Colored Copy paper, Paper clips, Shipping labels, Calendars, Cop paper, Typewriter ribbon	\$608.67
31757	920	PEGGY WOODS	11/12/2012	Mileage 9/5-10/23/12: Walmart for AV, Strack & VanTil for supplies, Post Office, Alliance Bank	\$12.21
31758	921	POSTMASTER	11/12/2012	2000- Forever Stamps	\$900.00
31759	922	PRECISION CONTROL SYSTE	11/12/2012	Dem: Found & Repaired leak in gas line, cleaned compressors, added oil, replaced fan cycling control on middle condensor fans; Qtrly Maintenance pymt for Dem & Rens	\$5,926.96
31760	923	QUILL CORPORATION	11/12/2012	Gloves, Ink Cartridges, Calendars, Index cards, Trash Bags, Colored Copy Paper, Construction Paper, Glue sticks, Fax Ribbon, Canned Air,	\$616.71
31761	924	QUILL CORPORATION	11/12/2012	Ink cartridges, pressboard covers, CD/DVD sharpie	\$264.51
31762	925	RACHAEL CAVINDER	11/12/2012	Mileage 9/6-10/18/12: Preschool Visit, Management Meeting, AV Shopping Trip, Children's Counterparts	\$57.72
31763	926	RAYANN GILMORE	11/12/2012	Mileage 9/7-11/2/12: SDD, Bank Deposits, Post Office, NILBA Dinner, Kirby Risk	\$77.81
31764	927	RELIABLE EXTERMINATORS, I	11/12/2012	Exterior Perimeter Pest Control-Rens	\$152.00
31765	928	ROEING CORP.	11/12/2012	Replacement Battery	\$175.00
31766	929	ROSEN PUBLISHING	11/12/2012	Books	\$802.65
31767	930	Rory McMahan	11/12/2012	Rens: Milroy Program Presenter 11/28/12	\$300.00
31768	931	S & S WORLDWIDE, INC	11/12/2012	Craft Kits	\$77.45
31769	932	SHEILA MAXWELL	11/12/2012	Mileage 9/16-10/25/12: SDD, Meetings with Brenda & Diana, Midway Airport; Internet Librarian expenses	\$1,493.26
31770	933	SMILEMAKERS	11/12/2012	Bookmarks	\$24.95

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31771	934	SMITH TRUE VALUE FARM ST	11/12/2012	Display Case Keys	\$4.17
31772	935	SVT, LLC	11/12/2012	Teens Read, Third Thursday, Halloween Happenings, Children's Book Discussion program supplies; Management Meeting expenses	\$91.30
31773	936	SUE TOBIAS	11/12/2012	Mileage 10/3-11/1/12: ILF Seminar, Bank Deposits, Deliver Board Packets, Post Office, Employee Orientations, SHRM Meeting,	\$212.23
31774	937	TLC HOME IMPROVEMENTS, L	11/12/2012	Rens: Black Dirt to fill holes, Snow Removal 1/13-1/21/12	\$463.00
31775	938	TODD W. LUKE	11/12/2012	Exterior Caulk, Electrical supplies for Digital Signs & Automatic Doors	\$75.01
31776	939	TOWN OF DEMOTTE	11/12/2012	Wastewater Services- October	\$71.90
31777	940	TOWN OF WHEATFIELD	11/12/2012	Wastewater Services- November	\$56.65
31778	941	TRUGREEN CHEMLAWN	11/12/2012	Wh: Fall Lawn Treatment, Fertilize & Weed Control, Ornamental Bed Weed Control	\$301.70
31779	942	UNIQUE MANAGEMENT SERVI	11/12/2012	Initial & Secondary Collections, September 2012	\$237.24
31780	943	UPSTART	11/12/2012	"I Read to my Baby" drawstring bags	\$57.50
31781	944	VISION SERVICE PLAN- (IN)	11/12/2012	November Vision Premium- 18 Employees	\$192.41
31782	945	WAL-MART COMMUNITY/GEM	11/12/2012	Afterschool program supplies, Storytime supplies, Movie program supplies, Fall Festival supplies, Volunteer coffee, DVDs, Harpist program supplies, Wipes, Copy paper, Double-sided tape, AA batteries, CDs	\$1,672.01
31783	946	WASTE MANAGEMENT	11/12/2012	Dem: Trash Pick Up- November	\$69.30
31784	947	DUCKWALL-ALCO STORES, IN	11/12/2012	Dem: Friends Meeting refreshments, craft supply	\$9.52
31785	948	ENA SERVICES LLC	11/12/2012	Internet Access- October 2012	\$1,191.00
31786	949	MAGAZINE SUBSCRIPTION SE	11/12/2012	Annual Jan-May Subscriptions	\$5,144.23
31787	950	PATTY STRINGFELLOW	11/12/2012	Mileage 11/7-11/12/12: Librarian's Council Meeting, Northwest Indiana Director's Meeting, Demotte Friends Meeting	\$101.01
Total Amount of Claims					\$133,835.80

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 12, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$133,835.80

Date this 12th day of November, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 10, 2012, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

System Administrator Annual Report (R 10)	Information
2013 Salary Increase (R 10)	Action
Approval to Pay	
January Bond Payment Electronically (R 10)	Action
Approval to Close LIRF Bank Account (R 10)	Action
Approval to Apply for Bank of America Credit Card (R 10)	Action
Custodian of Petty Cash (R11)	Action
Approval to Pay January Dental Insurance Premium (R 11)	Action
LIRF Transfers (R 11)	Action
Election of Officers (R 11)	Action
End of December Board Meeting (R 11)	Information

Director's Report (R 10-R 14)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

November 12, 2012
Rensselaer Library

Present: Jody Melton, Timothy Schultz, Natalie Waling, Mari Anne Sayler, Janet Umlauf, Deana George, Janelle Harper, Patricia Stringfellow, Gail Evans, Rayann Gilmore Rebecca Amalong

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, salary ordinance update, revisions to Meeting Room Policy and Circulation Policy as presented were approved on a motion by J. Melton and seconded by M. Sayler. Motion passed.

Technical Services Librarian Annual Report: Rebecca Amalong presented her Annual Report to the Board. She reported that Technical Services has changed some of the ordering guidelines such as limiting the number of RUSH items and giving priority to items with paper holds/patron requests. They have been ordering e-books through Overdrive and making step-by-step procedures for that process. Rebecca was able to attend PLA Conference and found the speakers interesting and informative. She has also been working with TLC to resolve issues and has streamlined some of the reporting the Technical Services does. Technical Services was able to get several new technology items this year including new scanners for Jean & Rebecca, a printer for printing custom labels for Mary, additional monitors to help with cataloging for Mary, Peggy, & Jean. The iPad has been used for doing inventory, which seems to work better than using the laptop. So far this year, Technical Services has processed 11,683 items which is up from 10,495 at this same time last year.

Health Insurance 2013: P. Stringfellow explained that this is the time of year when we receive health insurance rates from our carrier for next year costs. The rates increased 16.5% for medical coverage in 2013. We had budgeted for a 15% increase. It was recommended to keep the current medical coverage with the increase. Rates on our current dental insurance went up significantly, so we requested a quote from another dental insurance provider which came back with a 4.75% increase. It was recommended to switch to this different dental insurance provider, Delta, with the same coverage as our current plan. There were no increases to the vision or life insurance; it was recommended to stay with both. The cost to the employee for 2013 will be \$126.37 and the cost to the Library will be \$505.47 up from \$109.32 & \$437.29, respectively, in 2012. J. Melton moved, seconded by J. Umlauf, to offer Health Insurance for 2013 as recommended. Motion passed unanimously.

ALA & PLA Webinars: Some staff are required by Indiana Library Standards to log LEUs (Learning Education Units). Currently the Library Board allows staff to attend workshops sponsored by the Indiana State Library, MCLS and ILF (free or for a fee) without seeking prior permission from the Board. Workshops that require a fee to attend and are sponsored by organizations, other than the State Library, MCLS, or ILF, must first be approved by the Board. Recently we have received mailings from ALA & PLA regarding webinars that are now available for a fairly low cost (\$35-\$60, for example). Webinars do not require travel as they are viewed at computer work stations in the library. P. Stringfellow requested permission from the Board to include ALA & PLA webinars as continuing education opportunities that do not require prior board approval to view. Often by the time we learn about these events the registration deadlines or even the dates to participate are in advance of our next Board meeting. Having prior approval

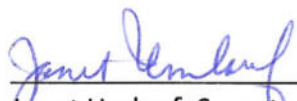
would allow us the opportunity to participate. M. Sayler motioned, seconded by D. George to allow staff to register for ALA & PLA webinars without prior board approval. Motion passed.

2013 Slate of Officers: M. Sayler presented the nominees for the following 2013 offices: N. Waling, President; J. Melton, Vice-President; D. George, Secretary J. Harper, Treasurer; and T. Schultz, Assistant Treasurer. The board will vote on the new slate at the December meeting.

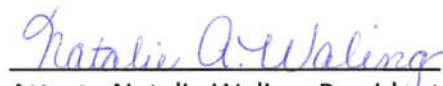
Final Board Meeting of 2012: The year-end meeting to approve final bills, transfers and encumbrances for the year, is tentatively scheduled for Thursday, Dec. 27th, at 9:00 AM with N. Waling, J. Harper, & M. Sayler planning to attend. D. George motioned, seconded by M. Sayler to approve the scheduled meeting date & time. Motion passed. We will revisit this date at the December Board meeting to ensure that at least four Board members can attend to ensure a quorum.

Director's Report: The tile repair project in the public restrooms at the Rensselaer Library is complete and looks very nice. The replacement tiles are 1/4" smaller than previous tiles due to the age of the building and changes to tile over time. We added a line of burgundy tiles as an accent and to mask the difference in tile size. Grimmer Construction staked a spot at the DeMotte Library to show the planned location for our water service. We had an opportunity to evaluate if the proposed spot worked for us, so P. Stringfellow contacted David Ziese from Rensselaer who went to DeMotte Library to check out the proposed location. He deemed it the 'perfect place'. It is on the north side of the building, near the existing well cap. McDaniel's Fire Systems is our current vendor for testing, evaluating, and servicing our fire alarm panels and sensors. A recent newspaper article has indicated that they have closed their doors, but we have received no correspondence from the company. We have attempted to contact them by phone, email, and certified letter. We need to determine if they are still in business, and if not find out what is due us since we do have outstanding contracts. J. Harper, J. Umlauf, N. Waling, R. Gilmore, & P. Stringfellow attended the October NILBA dinner meeting in Valparaiso. Joe Hoage, Indiana Public Access Counselor, presented on Indiana's Public Access Laws. He did an excellent job explaining his role as Public Access Counselor and the Open Door Law and access to public records.

Adjournment: With no further matters for discussion, J. Melton moved to adjourn the meeting at 7:00 PM. J. Umlauf seconded the motion.



Janet Umlauf, Secretary



Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
November 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	10	0	0	10
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	14	0	1	15
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	62	3	3	68
Blu-Ray (DBR)	103	1	0	104
Books on CD (DBKCD)	163	11	7	181
Books on Tape (DBKT)	3	0	0	3
Compact Disc (DCD)	372	20	4	396
Digital Audiobooks (DDA)	4	0	0	4
DVD (DDVD)	1834	14	4	1852
Equipment (DEQP)	57	0	0	57
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	55	0	0	55
Fiction (DFIC)	690	29	8	727
Fiction Fantasy (DFICF)	8	3	1	12
Fiction Mystery (DFICM)	132	13	8	153
Fiction New (DFICNEW)	418	13	8	439
Fiction Science Fiction (DFICSF)	10	0	1	11
Fiction Western (DFICW)	31	4	0	35
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	45	0	0	45
Hanging Bags (DHANG)	8	0	0	8
ILL (DILL)	61	0	2	63
Internet (DINTER)	856	0	0	856
Juv. Audio book (DJAUDB)	18	1	0	19
Juv. Biography (DJBIO)	26	4	1	31
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	20	0	0	20
Juvenile Easy (DJE)	413	23	10	446
Juv. Easy Non-fiction (DJENF)	40	1	0	41
Juv. Easy Reader (DJER)	302	3	10	315
Juv. Fiction (DJFIC)	376	7	5	388
Juv. Holiday books (DJHOL)	200	8	1	209
Juv. Magazine (DJMAG)	32	0	0	32
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	300	22	8	330
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	106	0	1	107

Large Print Fiction (DLPF)	196	4	2	202
Large Print Nonfic (DLPNF)	7	0	0	7
Magazine (DMAG)	740	0	2	742
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	11	3	2	16
Nonfiction 100 (DNF100)	15	3	0	18
Nonfiction 200 (DNF200)	25	2	1	28
Nonfiction 300 (DNF300)	70	6	0	76
Nonfiction 400 (DNF400)	7	1	1	9
Nonfiction 500 (DNF500)	14	0	0	14
Nonfiction 600 (DNF600)	237	9	10	256
Nonfiction 700 (DNF700)	88	3	3	94
Nonfiction 800 (DNF800)	9	2	1	12
Nonfiction 900 (DNF900)	77	2	6	85
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	58	1	2	61
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	146	4	6	156
Nonfiction VHS (DNFVHS)	2	0	0	2
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	4	2	0	6
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	8	0	0	8
Software (DSWAR)	34	0	0	34
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	60	0	0	60
YA Audio book (DYAUSB)	2	0	1	3
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	164	4	10	178
YA Music CD (DYACD)	7	0	0	7
YA Nonfiction (DYANF)	12	1	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	13	1	0	14
Award Winner JBIO (RAJBIO)	0	1	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	43	1	47
Blu-Ray (RBR)	0	107	0	107
Books on CD (RBKCD)	1	123	2	126
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	335	3	343
Digital Audiobooks (RDA)	0	3	1	4
DVD (RDVD)	21	3290	8	3319
Equipment (REQP)	0	59	0	59
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	60	0	60
Fiction (RFIC)	29	608	16	653
Fiction New (RFICNEW)	22	460	13	495

Genealogy (RGENE)	0	4	0	4
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	110	12	122
Hanging Bag (RHANG)	0	24	0	24
ILL (RILL)	0	48	0	48
Internet (RINTER)	0	1459	0	1459
Juv. Audio book (RJAUDB)	0	14	1	15
Juv. Biography (RJBIO)	6	40	1	47
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	35	0	35
Juvenile Easy (RJE)	16	773	3	792
Juv. Easy Non-fiction (RJENF)	1	83	0	84
Juv. Easy Reader (RJER)	0	268	0	268
Juv. Fiction (RJFIC)	17	634	4	655
Juv. Magazine (RJMAG)	0	23	0	23
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	487	6	502
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	4	114	0	118
Large Print Fiction (RLPF)	18	235	4	257
Large Print Nonfic (RLPNF)	1	8	1	10
Magazine (RMAG)	17	411	1	429
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	7	1	9
Non-Fiction 100 (RNF100)	3	54	1	58
Non-Fiction 200 (RNF200)	1	28	1	30
Non-Fiction 300 (RNF300)	9	98	3	110
Non-Fiction 400 (RNF400)	0	8	2	10
Non-Fiction 500 (RNF500)	0	21	0	21
Non-Fiction 600 (RNF600)	21	169	14	204
Non-Fiction 700 (RNF700)	7	63	1	71
Non-Fiction 800 (RNF800)	2	20	0	22
Non-Fiction 900 (RNF900)	3	53	5	61
Nonfiction Blu-Ray (RNFBFR)	0	2	0	2
Nonfiction DVD (RNFDVD)	6	147	3	156
Nonfiction (RNFIC)	1	24	0	25
Nonfiction new (RNFNEW)	12	203	3	218
Nonfiction VHS (RNFVHS)	0	7	0	7
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	1	3	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	4	0	4
Software (RSWAR)	0	52	1	53
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	3	0	3
YA Audio book (RYAUDB)	0	8	0	8
YA Biography (RYAB)	0	7	1	8

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	9	142	8	159
YA Music CD (RYACD)	4	141	0	145
YA Nonfiction (RYANF)	2	34	1	37
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	8	4	7	19
Blu-Ray (WBR)	0	0	93	93
Books on CD (WBKCD)	13	11	151	175
Books on Tape (WBKT)	0	0	5	5
Compact Disc (WCD)	20	5	351	376
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	18	19	2269	2306
Equipment (WEQP)	0	0	10	10
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	1	0	34	35
Fiction (WFIC)	28	29	301	358
Fiction Fantasy (WFICF)	1	0	7	8
Fiction Mystery (WFICM)	5	2	50	57
Fiction New (WFICNEW)	22	17	304	343
Fiction Science Fiction (WFICSF)	0	1	3	4
Fiction Western (WFICW)	0	2	7	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	52	53
Hanging Bags (WHANG)	0	1	8	9
ILL (WILL)	0	1	57	58
Internet (WINTER)	0	0	685	685
Juv. Audio book (WJAUDB)	3	0	7	10
Juv. Biography (WJBIO)	7	1	20	28
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	25	25
Juvenile Easy (WJE)	11	31	456	498
Juv. Easy Non-fiction (WJENF)	1	2	48	51
Juv. Easy Reader (WJER)	2	3	316	321
Juv. Fiction (WJFIC)	17	16	356	389
Juv. Magazine (WJMAG)	2	0	19	21
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	19	11	201	231
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	1	108	111
Large Print Fiction (WLPF)	10	4	77	91
Large Print Nonfic (WLPNF)	1	0	5	6
Magazine (WMAG)	7	0	281	288
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	0	2	11	13
Non-Fiction 200 (WNF200)	0	2	23	25
Non-Fiction 300 (WNF300)	4	2	19	25
Non-Fiction 400 (WNF400)	0	0	4	4

Non-Fiction 500 (WNF500)	0	6	3	9
Non-Fiction 600 (WNF600)	8	9	95	112
Non-Fiction 700 (WNF700)	3	4	32	39
Non-Fiction 800 (WNF800)	0	1	3	4
Non-Fiction 900 (WNF900)	3	0	18	21
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	1	111	114
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	12	5	70	87
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	4	33	37
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	41	41
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	2	0	1	3
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	13	267	300
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	10	12
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9290	11597	7315	28202

CIRCULATION BY HOLDINGS CODE
November 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	10	0	0	10
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	14	0	1	15
Award Winning non-fiction (AWNf)	1	0	0	1
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	73	50	11	134
Blu-Ray (BR)	104	110	93	307
Books on CD (BKCD)	177	145	160	482
Books on Tape (BKT)	3	0	5	8
Compact Disc (CD)	397	360	358	1115
Digital Audiobooks (DA)	4	3	2	9
DVD (DVD)	1873	3323	2281	7477
Equipment (EQP)	57	59	10	126
See librarian (ERR)	0	0	0	0

Express Book (EXP)	56	60	34	150
Fiction (FIC)	747	666	325	1738
Fiction Fantasy (FICF)	9	3	8	20
Fiction Mystery (FICM)	137	15	58	210
Fiction New (FICNEW)	462	490	325	1277
Fiction Science Fiction (FICSF)	10	1	4	15
Fiction Western (FICW)	31	6	7	44
Genealogy (GENE)	0	4	0	4
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	45	111	64	220
Hanging Bags (HANG)	8	25	8	41
ILL (ILL)	61	49	59	169
Internet (INTR)	856	1459	685	3000
Juv. Audio book (JAUDB)	21	15	8	44
Juv. Biography (JBIO)	39	45	22	106
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	20	35	25	80
Juvenile Easy (JE)	440	827	469	1736
Juv. Easy Non-Fiction (JENF)	42	86	48	176
Juv. Easy Reader (JER)	304	274	326	904
Juv. Fiction (JFIC)	410	657	365	1432
Juv. Holiday (JHOL)	200	8	1	209
Juv. Magazine (JMAG)	34	23	19	76
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	328	520	215	1063
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	112	115	109	336
Large Print Fiction (LPF)	224	243	83	550
Large Print Nonfic (LPNF)	9	8	6	23
Magazine (MAG)	764	411	284	1459
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	10	8	30
Non-Fiction 100 (NF100)	18	59	12	89
Non-Fiction 200 (NF200)	26	32	25	83
Non-Fiction 300 (NF300)	83	106	22	211
Non-Fiction 400 (NF400)	7	9	7	23
Non-Fiction 500 (NF500)	14	27	3	44
Non-Fiction 600 (NF600)	266	187	119	572
Non-Fiction 700 (NF700)	98	70	36	204
Non-Fiction 800 (NF800)	11	23	4	38
Non-Fiction 900 (NF900)	83	55	29	167
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	66	149	116	331
Nonfiction (NFIC)	2	24	0	26
Nonfiction New (NFNEW)	170	212	79	461
Nonfiction VHS (NFVH)	2	7	0	9
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	1	3	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	4	2	0	6

Reference (REF)	47	42	80	169
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	4	0	12
Software (SWAR)	34	56	34	124
Vertical File (VF)	0	0	1	1
VHS	60	3	41	104
YA Audio book (YAUDB)	2	8	1	11
YA Biography (YAB)	5	7	2	14
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	193	159	285	637
YA Music CD (YACD)	11	141	0	152
YA Nonfiction (YANF)	15	36	11	62
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	13	1	0	14
				0
Free reads	642	392	79	1113
Games/Puzzles	14	23	0	37
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9993	12053	7474	29520

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2331	1877	923	5131
Nonfiction	992	974	500	2466
CHILDREN'S BOOKS				
Fiction	1290	1873	1270	4433
Nonfiction	614	661	286	1561
YA BOOKS				
Fiction	239	270	349	858
Nonfiction	20	43	13	76
Magazines, Adult	764	411	284	1459
Magazines, Children	34	23	19	76
Sound Recordings, adult	583	516	528	1627
Sound Recordings, ch	60	216	41	317
Online databases	0	0	0	0
Software	34	56	34	124
Vertical file	0	0	1	1
VHS/DVD/Blu-Ray	2105	3592	2531	8228
Equipment	57	59	10	126
Total	9123	10571	6789	26483
A-V Circulation	2782	4380	3134	10296
A-V Circulation as % of total	30.5%	41.4%	46.2%	38.9%

November 2012

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,596	67,923	50,918
Circulation Increase/Decrease	7.5%	9.9%	6.2%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	24,493	26,483	8.1%
Jan. to date circulation	283,706	298,004	5.0%

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	214	46	213	46	271	59	698	151
LOCAL HISTORY								
In person	3	1	13	4	2	1	18	5
Letters written	3	3	9	9	0	0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	856	36	1459	61	685	29	3000	125
Internet use-Wireless	371		605		179		1155	
Computer software used	133	11	221	18	103	9	457	38
VCR Use	0	0	0	0	0	0	0	0
Microforms	14	2	20	3	0	0	34	5
CD ROM/Online databases	196	16	392	33	117	10	705	59
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	2	1	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	72	72	11	7	0	0	83	55
Notarized documents	0	0	5	1	5	1	10	3
Meeting Room Use (no. of group)	37	12	49	16	29	10	115	38
Study room use	26	2	25	2	36	3	87	7
Proctoring	1	1	7	4	0	0	8	4
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							482	
IN-HOUSE USE ITEMS	86		462		267		815	
SELF-CHECKOUT USE	264		935		460		1659	
INTERLIBRARY LOANS								
Requests made for:	62	16	60	15	38	10	160	40
Items rec'd for:	47	24	42	21	80	40	169	85
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8801	8929	5158	22888
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	411	487	109	1007
Number of New Patrons Added	33	38	21	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	8	48	16	96	9	54	33	198
Number attending	65		222		217		504	
YA Programs (14-17)	1	6	1	6	0	0	2	12
Number attending	24		14		0		38	
Adult Programs	3	18	2	12	0	0	5	30
Number attending	58		70		39		167	
Senior Citizen Programs	6	36	7	42	4	24	17	102
Number attending	67		35		38		140	
Total Number of Programs	18	108	27	162	13	78	58	348
Total Persons Attending	214		341		294		849	
Total Attending Same Month Last Yr.	296		334		321		951	
Total Staff Hours Spent		349		403		248		999
Total Number of In-House Program	15		25		9		49	
Total Attendance	147		299		113		559	
Total Number of Outreach Program	3		2		4		9	
Total Attendance	67		42		181		290	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6718	73.9%	7051	67.0%	4538	67.6%	18307	69.5%
Corporate	96	1.1%	28	0.3%	0	0.0%	124	0.5%
Juvenile 0-11	79	0.9%	391	3.7%	74	1.1%	544	2.1%
Juvenile-AV	1114	12.3%	1450	13.8%	819	12.2%	3383	12.8%
Nonresident No Fee	2	0.0%	13	0.1%	20	0.3%	35	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	246	2.7%	301	2.9%	131	2.0%	678	2.6%
Reciprocal Juvenile	0	0.0%	15	0.1%	34	0.5%	49	0.2%
Reciprocal Juvenile AV	0	0.0%	25	0.2%	15	0.2%	40	0.2%
Reciprocal YA	6	0.1%	22	0.2%	0	0.0%	28	0.1%
Reciprocal YA AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School	0	0.0%	23	0.2%	0	0.0%	23	0.1%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	117	1.1%	0	0.0%	117	0.4%
Staff	575	6.3%	722	6.9%	576	8.6%	1873	7.1%
Walking books	42	0.5%	41	0.4%	0	0.0%	83	0.3%
YA 12-17	43	0.5%	70	0.7%	13	0.2%	126	3.5%
YA-AV	169	1.9%	254	2.4%	489	7.3%	912	3.5%
Total	9090		10530		6709		26329	
All items borrowed by nonresidents	254	2.8%	523	5.0%	200	3.0%	977	3.7%

**Salary Ordinance 2012
Updated 12/10/12**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Patricia Eenigenburg	Clerk	\$9.53	11/26/12	12	D
Brandi Birchett	Clerk	\$9.53	12/4/12	12	D

Patricia Eenigenburg was hired as Clerk at DeMotte Library, replacing Sarah Schmidt who resigned for a full time position at Lake County Public Library. Brandi Birchette was hired as Clerk, replacing Kathy Zellon who is retiring.

We have examined and approved the changes to the 2012 Jasper County Public Library Salary Ordinance. Dated 12/10/12.

Deana K. George
Mari Anne Sayler
Jody M. Miller
Natalie A. Uhlir

Janet Amundson
Timothy J. Schultz
Jaqueline R. Harper

JCPL FINANCIAL STATEMENT

November 30, 2012

	Beginning 2012 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$402,763.39	\$184,227.81	\$1,894,819.52	\$221,247.34	\$1,791,764.71	\$299,708.58
Public Library Access Card Fund	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$8,652.97	\$844.09	\$9,522.21	\$1,463.06	\$12,782.03	\$11,912.79
DeMotte	\$1,880.46	\$98.84	\$2,583.91	\$213.06	\$2,802.62	\$2,099.17
Rensselaer	\$4,953.13	\$513.74	\$4,822.24	\$1,200.00	\$7,300.36	\$7,431.25
Wheatfield	\$1,819.38	\$231.51	\$2,116.06	\$50.00	\$2,679.05	\$2,382.37
Library Improvement Reserve Fund	\$236,626.60	\$4,276.36	\$11,707.36	\$41.53	\$497.91	\$225,417.15
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$317,847.50	\$14,736.42	\$103,556.57	\$148,557.66
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$3,407.19	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$0.00	\$8,793.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$3.30	\$36,553.12	\$1,251,177.15
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$121,995.56	\$5,907.77	\$15,295.54	\$15,295.30
Sales Tax	\$45.19	\$0.00	\$44.36	\$10.92	\$66.79	\$67.62
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,991.63	\$93,312.93	\$8,991.63	\$93,312.93	\$0.00
FICA Tax Collected	\$0.00	\$5,560.69	\$57,899.82	\$5,560.69	\$57,899.82	\$0.00
State Tax Collected	\$3,421.24	\$3,455.22	\$38,162.65	\$3,631.21	\$38,372.57	\$3,631.16
County Tax Collected	\$2,546.79	\$2,625.05	\$28,762.55	\$2,795.41	\$29,011.22	\$2,795.46
Deferred Comp.	\$0.00	\$2,680.00	\$29,450.00	\$2,680.00	\$29,450.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,800.08	\$35,279.79	\$2,800.43	\$35,279.57	(\$0.22)
Employee Life Insur.	\$0.00	\$135.16	\$1,496.76	\$135.16	\$1,496.76	\$0.00
Employee P.E.R.F.	\$6,922.62	\$2,794.27	\$33,604.18	\$2,684.14	\$26,681.56	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$218,390.36	\$2,682,798.19	\$272,689.01	\$2,275,478.29	\$2,263,661.67

Bank Balances**Jasper County Public Library****Report as of: 11/30/2012**

Bank		
1	Alliance Bank	\$528,306.45
2	Demotte State Bank	\$4,196.63
3	Alliance Bank-LIRF Acct	\$225,417.15
4	PNC Bank	\$5,471.44
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$0.00
8	Rensselaer Banking Ctr CD#400042716	\$0.00
9	Kentalnd Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
Total all banks =		\$2,263,661.67

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/2012 To 11/30/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$0.00	\$59,592.00	\$5,000.66	\$54,918.00	\$4,674.00	92.2
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$0.00	\$1,043,191.00	\$91,886.66	\$957,249.48	\$85,941.52	91.8
1.13 WAGES OF JANITORS	\$69,120.00	\$0.00	\$69,120.00	\$4,332.90	\$47,889.88	\$21,230.12	69.3
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	\$0.00	\$89,651.00	\$9,372.11	\$80,238.57	\$9,412.43	89.5
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	\$0.00	\$3,324.00	\$0.00	\$2,503.10	\$820.90	75.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$0.00	\$76,128.00	\$6,518.21	\$87,738.90	(\$11,610.90)	115.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	\$20.70	\$98,022.70	\$7,209.89	\$89,081.73	\$8,940.97	90.9
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$124,320.43	\$1,319,619.66	\$119,409.04	91.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$0.00	\$208.81	\$216.19	49.1
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$215.50	\$234.50	47.9
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$1,660.67	\$7,568.14	(\$568.14)	108.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$491.06	\$5,587.93	\$412.07	93.1
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$547.81	\$6,113.53	\$86.47	98.6
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$499.35	\$2,000.65	20.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$536.68	(\$386.68)	357.8
2.33 REPAIR PARTS	\$2,500.00	\$0.00	\$2,500.00	\$44.46	\$951.47	\$1,548.53	38.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$1,540.95	\$11,910.46	\$2,689.54	81.6
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$20.21	\$20.21	\$79.79	20.2
Subtotal	\$39,925.00		\$39,925.00	\$4,305.16	\$33,612.08	\$6,312.92	84.2
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$3,164.00	\$836.00	79.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$973.07	\$5,204.11	(\$204.11)	104.1
3.145 DATABASES & LICENSING SERVICES	\$0.00	\$21,193.00	\$21,193.00	\$0.00	\$19,583.71	\$1,609.29	92.4
3.146 E-BOOKS SERVICES	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$45.24	\$2,712.36	\$2,287.64	54.2
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$900.00	\$2,695.58	\$304.42	89.9
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$2,614.34	\$16,142.65	\$4,857.35	76.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,001.93	\$8,128.08	(\$128.08)	101.6
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$195.47	\$1,424.33	\$75.67	95.0
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$1,191.00	\$1,866.00	\$33,534.00	5.3
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$144.82	\$655.18	18.1
3.33 MARKETING ADVERTISING	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,372.90	(\$72.90)	105.6
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$25,408.00	\$592.00	97.7
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,170.35	\$15,325.92	\$14,674.08	51.1
3.52 ELECTRICITY	\$75,000.00	\$0.00	\$75,000.00	\$6,456.50	\$75,372.51	(\$372.51)	100.5
3.53 WATER	\$1,600.00	\$0.00	\$1,600.00	\$108.55	\$1,500.75	\$99.25	93.8
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$0.00	\$5,400.00	\$466.08	\$5,140.08	\$259.92	95.2
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$5,747.62	\$43,372.24	\$15,227.76	74.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$263.25	\$736.75	26.3
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$570.45	(\$270.45)	190.2
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$2,369.84	(\$169.84)	107.7
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$481.87	\$531.87	\$56.88	\$645.66	(\$113.79)	121.4
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$5,367.32	\$94,621.19	\$17,775.81	84.2
Subtotal	\$498,192.00	\$28,674.87	\$526,866.87	\$26,304.30	\$327,228.43	\$199,638.44	62.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$634.75	\$32,419.33	\$1,130.67	96.6
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$15,595.00	\$122,660.80	\$30,498.42	80.1
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$5,897.57	\$18,022.00	\$6,978.00	72.1
4.53 NONPRINTED MATERIALS	\$81,000.00	(\$27,943.55)	\$53,056.45	\$7,170.60	\$41,257.22	\$11,799.23	77.8
Subtotal	\$289,550.00	(\$24,784.33)	\$264,765.67	\$29,297.92	\$214,359.35	\$50,406.32	81.0
Grand Total	\$2,266,675.00	\$3,911.24	\$2,270,586.24	\$184,227.81	\$1,894,819.52	\$375,766.72	83.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 11/1/2012 To 11/30/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$46,082.00	\$0.00	\$46,082.00	\$0.00	\$4,270.00	\$41,812.00	9.3
Subtotal	\$56,082.00		\$56,082.00	\$0.00	\$4,270.00	\$51,812.00	7.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$4,276.36	\$7,437.36	(\$7,437.36)	0.0
Subtotal	\$0.00		\$0.00	\$4,276.36	\$7,437.36	(\$7,437.36)	0.0
Grand Total	\$56,082.00	\$0.00	\$56,082.00	\$4,276.36	\$11,707.36	\$44,374.64	20.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/16/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$20.70	Reimbursed for Vision Premium-Vis, Jan&Feb 2012, A/P #34 & 140
5/15/2012	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$21,193.00	Transfer per 5/14/12 Board Mtg Resolution
5/15/2012	100 OPERATING FUND	3.146 E-BOOKS SERVICES	\$7,000.00	Transfer per 5/14/12 Board Mtg Resolution
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund on Lost Bk Pd 2/8/12 & Found - A/P#175.
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$150.95	Refund on Lost Bk Pd 3/6/12 & Found - A/P#261
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on Lost Bk Pd 2/2/12 & Found - A/P#282
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on Lost Bk Pd 3/22/12 & Found - A/P#241
5/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	J. Warsing Reimbursed Lib in cash for Lost ILL Book, A/P #310 (IMPCL)
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.69	Refund on Lost Bk Pd 3/31/12& Found - A/P#380
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.37	Refund on Lost Bk Pd 1/26/12 & Found - A/P#347
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	E.Myers Refund on Lost Bk Pd 5/24/12 & Found - A/P#462
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	S.Scroggins Refund on Lost Bk Pd2/28/12 & Found - A/P#4492
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	K. Blankenship Refund on Lost Bk Pd 3/29/12& Found - A/P#474
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	R. McMahan Refund on Lost Bk Pd 6/29/12 & Found - A/P#665
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.54	J. Burton Refund on Lost Bk Pd 5/2/12 & Found - A/P#644
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.44	J. Crawford Refund on Lost Bk Pd 8/1/12 & Found - A/P#643
9/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.36	S. Scroggins Refund on Lost Bk Pd 8/8/12 & Found - A/P#742
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	S. Riffe Refund on Lost Bk Pd 2/7/12 & Found - A/P#818
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$30.50	S. Greene Refund on Lost Bk Pd 6/11/12 & Found - A/P#816
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.99	M. Gilchrist Refund on Lost Bk Pd 8/22/12 & Found - A/P#808
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	K. Bracht Refund on Lost Bk Pd 8/16/12 & Found - A/P#806
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	S. Kallenbach Refund on Lost Bk Pd 8/24/12 & Found - A/P#820
11/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.95	N. Thomas Refund on Lost Bk Pd 9/25/12 & Found - A/P#917
11/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$42.93	J. Jordan Refund on Lost Bk Pd 9/10/12 & Found - A/P#900
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
5/10/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$17.99	K. Schara Reimbursed Lib in cash for Damaged DVD, A/P #295

F3.1b

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
5/15/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	(\$28,193.00)	Transfer per 5/14/12 Board Mtg Resolution
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,911.24
110.01	\$4.20

Voucher List**Jasper County Public Library****Report Date: From 11/1/2012 To 11/30/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	855	GREAT-WEST RETIREMENT S	11/9/2012	Annuity withheld from November 9, 2012 payroll online conf#4BNBLTYF	\$1,340.00
0	856	INDIANA DEPARTMENT OF RE	11/20/2012	State & County Taxes w/held 9 November 12 Payroll, ref #26037 Verification #29	\$6,080.27
0	857	INPRS fbo PERF	11/9/2012	11/9/12 Payroll Contributions (Employer portion adjusted for cents)	\$4,761.28
0	858	IRS USA TAXPAYMENT	11/13/2012	EFT- withheld from 9 Nov 12 payroll ref#85163009	\$11,355.45
0	859	JOSEPH ZELLON	11/9/2012	Courier mileage 10/16/12-10/31/12 online conf#5BJBYTOD	\$399.60
0	860	PAYROLL	11/9/2012	PAYROLL	\$51,803.94
31699	861	ACE HARDWARE	11/12/2012	Dem: materials to mount digital sign, lights for front sign, nuts & bolts	\$43.86
0	862	ALLIANCE BANK	11/12/2012	Direct Deposit Fees-October	\$37.30
31700	863	ALLIED WASTE SERVICES #71	11/12/2012	Wh. Trash Pick up- November	\$54.88
31701	864	ANGELA BARTON	11/12/2012	Mileage 8/23-10/18/12: Anniversary cake pick up, Management meeting, Counterparts meetings, B2B; Teen Christmas program supplies	\$129.17
31702	865	ANTHEM LIFE	11/12/2012	Life Insurance Premiums- November	\$99.54
31703	866	ANTHEM BLUE CROSS BLUE S	11/12/2012	Health Insurance Premiums-November	\$9,643.70
31704	867	AUDIOCRAFT PUBLISHING, IN	11/12/2012	Books	\$7.59
31705	868	BAKER & TAYLOR	11/12/2012	Books, Continuations, AV, Auto. Yours	\$15,116.27
31706	869	BAKER & TAYLOR ENTERTAIN	11/12/2012	DVDs	\$403.33
31707	870	BLR	11/12/2012	Indiana Employment Law Newsletter- 1 year subscription	\$247.00
31708	871	BLUETARP FINANCIAL, INC	11/12/2012	Double faced tape, display case keys, grass seed, electrical supplies	\$29.49
31709	872	BRENDA THOMPSON	11/12/2012	Mileage 10/11/12: Management meeting	\$24.42
31710	873	BUSINESS MANAGEMENT DAI	11/12/2012	Manager's Legal Bulletin & Payroll Legal Alert Newsletters- 1 year subscriptions	\$171.00
31711	874	CAPITAL ONE BANK (USA), NA	11/12/2012	Magazines, DVDs, CDs, AV Shopping expenses, Books, Wh. Children's supplies, Children's Counterparts expenses, B2B expenses, Craft program supplies, Rens. Children's supplies, Teen Tech Week prize	\$4,739.99
31712	875	CENTER POINT PUBLISHING	11/12/2012	Largeprint Books	\$56.95
31713	876	CENTURYLINK	11/12/2012	Dem., Rens., & Wh. Long Distance-October	\$4.23
31714	877	CHICAGO TRIBUNE	11/12/2012	Wheatfield 6-month Daily Subscription thru 5/8/13	\$195.00
31715	878	CYNTHIA L.HORGASH	11/12/2012	Dem: Storytelling program presenter- 10/15/12	\$50.00
31716	879	CIRCLE R ELECTRIC, INC.	11/12/2012	Rens: Repaired flag pole lights	\$299.85
31717	880	CULLIGAN OF KOUTS	11/12/2012	Water Cooler Rental- November	\$9.95
31718	881	D & S COMPUTER SERVICES	11/12/2012	Website Hosting- 4th qtr 2012 payment	\$120.00
31719	882	DAVIS WATER SERVICES, INC	11/12/2012	Dem: 4 bags solar salt	\$30.00
31720	883	DEBORRAH WYNDHAM	11/12/2012	Wh: Holiday Music Program Presenter- 11/13/12	\$495.00
31721	884	DEMCO	11/12/2012	Paper Roll, Kid's Headphones, Periodical Checking Cards, Classification Labels, Foam Letters, Bookmarks-Marketing, Bk Jacket Rolls, Wall-mounted Magazine Rack,	\$1,102.67
31722	885	DIANA KOOY	11/12/2012	Mileage 7/23-10/12/12: deliver water sample, Librarian's Council Meeting, deliver check to Signs by Phil, Counterparts Meeting, Management Meeting	\$92.69
31723	886	ELLISON EDUCATIONAL EQUI	11/12/2012	3 SureCut Dies	\$111.30
31724	887	EMILY DURAN	11/12/2012	Mileage 10/16-10/27/12: AV Shopping Trip, Genealogy Fair; Genealogy Fair expenses	\$150.17
31725	888	EVELYN BRISTOL	11/12/2012	Mileage 5/9-9/6/12: Positivity Meetings, Interview, Management Meeting, deliver B2B bags	\$132.65
31726	889	GALE	11/12/2012	Books	\$1,003.58
31727	890	GAYLORD BROS.	11/12/2012	Foil Backed Labels, Rens: 2 Magazine Racks	\$117.37

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31728	891	HAMSTRA BUILDERS, INC.	11/12/2012	Boiler Maintenance Agreement Payment	\$1,150.00
31729	892	HERITAGE OFFICE PRODUCT	11/12/2012	Nametag- Sarah	\$11.50
31730	893	HIGHSMITH CO. INC.	11/12/2012	Laminate Film	\$138.98
31731	894	HP PRODUCTS CORP.	11/12/2012	Trash Bags, Paper Towels, Gleme Glass Cleaner, Cigarette Urn Sand	\$223.74
31732	895	INTELLIGENT CLEANING SYST	11/12/2012	Jumbo TP, Paper Towels	\$164.59
31733	896	INDIANA CHAMBER	11/12/2012	Books	\$222.95
31734	897	INTEGRITY SOFTWARE, INC	11/12/2012	SofTrack Renewal	\$911.86
31735	898	JAN ALDRIDGE CLARK	11/12/2012	Splendid Harpist CDs- PO#6871	\$51.00
31736	899	JAMES R. LITTLE	11/12/2012	Mileage 10/18/12: pick up plumbing parts; plumbing parts	\$82.20
31737	900	JODI JORDAN	11/12/2012	Patron returned book that was previously paid for.	\$42.93
31738	901	KENT ADHESIVE PRODUCTS	11/12/2012	Book Poly Covers	\$162.30
31739	902	KIM DELGER	11/12/2012	Mileage 10/26/12: Pick up book discussion books; magazines	\$47.33
31740	903	KIRBY RISK CORPORATION	11/12/2012	61- 4' fluorescent tubes, 3- 2' fluorescent tubes	\$202.21
31741	904	KOLORTECH, INC.	11/12/2012	4- Metal Halide 70watt medium base bulbs, 10- BAB bulbs	\$105.00
31742	905	KONE, INC.	11/12/2012	DeM. Quarterly elevator maintenance	\$370.80
31743	906	K.V.ELECTRIC CORP.	11/12/2012	Dem: Replace light socket	\$93.36
31744	907	LINDA POORTENGA	11/12/2012	Mileage 10/19/12: B2B Meeting; DVDs	\$80.51
31745	908	THE LOCK DOCTOR	11/12/2012	Rens: Repair lock on employee entrance door	\$132.00
31746	909	MELISSA J. WIDNER	11/12/2012	Mileage 10/5/12: Indiana Archivists Workshop	\$112.67
31747	910	MIDWEST TAPE	11/12/2012	Children DVDs	\$199.46
31748	911	MIKE MULLIN	11/12/2012	Dem: Author Visit 12/6/12	\$200.00
31749	912	MR. ROOTER OF NWI	11/12/2012	Wh: Unclog 6" gutter line	\$346.75
31750	913	NANCY PHILLIPS	11/12/2012	Fish Tank supplies	\$24.22
31751	914	NETWISE RESOURCES LLC	11/12/2012	Wh: Copier, Rens: Workroom Copier Maintenance Contract- qtrly pymt, Wh: Workroom Copier Maintenance Contract- qtrly pymt	\$4,861.48
134	915	JASPER COUNTY PUBLIC LIBR	11/12/2012	Bank Transfer (Wh: Copier)- from LIRF bank account check# 134	\$4,276.36
31753	916	NIBM	11/12/2012	The HR Specialist- 1 year subscription	\$97.00
31754	917	NICK THOMAS	11/12/2012	Patron returned book that was previously paid for.	\$13.95
31755	918	NIPSCO	11/12/2012	Dem: Utilities 10/4-11/2/12; Wh: Utilities 10/1-10/31/12	\$5,046.80
31756	919	OFFICE DEPOT	11/12/2012	Toner cartridges, CD folders, Lettering tape, Filament tape, Sharpies, Packing tape, Chair mats, Blue labels, Notebooks, Monitor riser, Index cards, Stapler, Colored Copy paper, Paper clips, Shipping labels, Calendars, Copy paper, Typewriter ribbon	\$608.67
31757	920	PEGGY WOODS	11/12/2012	Mileage 9/5-10/23/12: Walmart for AV, Strack & VanTil for supplies, Post Office, Alliance Bank	\$12.21
31758	921	POSTMASTER	11/12/2012	2000- Forever Stamps	\$900.00
31759	922	PRECISION CONTROL SYSTE	11/12/2012	Dem: Found & Repaired leak in gas line, cleaned compressors, added oil, replaced fan cycling control on middle condensor fans; Qtrly Maintenance pymt for Dem & Rens	\$5,926.96
31760	923	QUILL CORPORATION	11/12/2012	Gloves, Ink Cartridges, Calendars, Index cards, Trash Bags, Colored Copy Paper, Construction Paper, Glue sticks, Fax Ribbon, Canned Air,	\$616.71
31761	924	QUILL CORPORATION	11/12/2012	Ink cartridges, pressboard covers, CD/DVD sharpie	\$264.51
31762	925	RACHAEL CAVINDER	11/12/2012	Mileage 9/6-10/18/12: Preschool Visit, Management Meeting, AV Shopping Trip, Children's Counterparts	\$57.72
31763	926	RAYANN GILMORE	11/12/2012	Mileage 9/7-11/2/12: SDD, Bank Deposits, Post Office, NILBA Dinner, Kirby Risk	\$77.81
31764	927	RELIABLE EXTERMINATORS, I	11/12/2012	Exterior Perimeter Pest Control-Rens	\$152.00
31765	928	ROEING CORP.	11/12/2012	Replacement Battery	\$175.00
31766	929	ROSEN PUBLISHING	11/12/2012	Books	\$802.65
31767	930	Rory McMahan	11/12/2012	Rens: Milroy Program Presenter 11/28/12	\$300.00
31768	931	S & S WORLDWIDE, INC	11/12/2012	Craft Kits	\$77.45

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31769	932	SHEILA MAXWELL	11/12/2012	Mileage 9/16-10/25/12: SDD, Meetings with Brenda & Diana, Airport parking, Southwest Airlines; Internet Librarian expenses	\$1,493.26
31770	933	SMILEMAKERS	11/12/2012	Bookmarks	\$24.95
31771	934	SMITH TRUE VALUE FARM ST	11/12/2012	Display Case Keys	\$4.17
31772	935	SVT, LLC	11/12/2012	Teens Read, Third Thursday, Halloween Happenings, Children's Book Discussion program supplies; Management Meeting expenses	\$91.30
31773	936	SUE TOBIAS	11/12/2012	Mileage 10/3-11/1/12: ILF Seminar, Bank Deposits, Deliver Board Packets, Post Office, Employee Orientations, SHRM Meeting,	\$212.23
31774	937	TLC HOME IMPROVEMENTS, L	11/12/2012	Rens: Black Dirt to fill holes, Snow Removal 1/13-1/21/12	\$463.00
31775	938	TODD W. LUKE	11/12/2012	Exterior Caulk, Electrical supplies for Digital Signs & Automatic Doors	\$75.01
31776	939	TOWN OF DEMOTTE	11/12/2012	Wastewater Services- October	\$71.90
31777	940	TOWN OF WHEATFIELD	11/12/2012	Wastewater Services- November	\$56.65
31778	941	TRUGREEN CHEMLAWN	11/12/2012	Wh: Fall Lawn Treatment, Fertilize & Weed Control, Ornamental Bed Weed Control	\$301.70
31779	942	UNIQUE MANAGEMENT SERVI	11/12/2012	Initial & Secondary Collections, September 2012	\$237.24
31780	943	UPSTART	11/12/2012	"I Read to my Baby" drawstring bags	\$57.50
31781	944	VISION SERVICE PLAN- (IN)	11/12/2012	November Vision Premium- 18 Employees	\$192.41
31782	945	WAL-MART COMMUNITY/GEM	11/12/2012	Afterschool program supplies, Storytime supplies, Movie program supplies, Fall Festival supplies, Volunteer coffee, DVDs, Harpist program supplies, Wipes, Copy paper, Double-sided tape, AA batteries, CDs	\$1,672.01
31783	946	WASTE MANAGEMENT	11/12/2012	Dem: Trash Pick Up- November	\$69.30
31784	947	DUCKWALL-ALCO STORES, IN	11/12/2012	Dem: Friends Meeting refreshments, craft supply	\$9.52
31785	948	ENA SERVICES LLC	11/12/2012	Internet Access- October 2012	\$1,191.00
31786	949	MAGAZINE SUBSCRIPTION SE	11/12/2012	Annual Jan-May Subscriptions	\$5,144.23
31787	950	PATTY STRINGFELLOW	11/12/2012	Mileage 11/7-11/12/12: Librarian's Council Meeting, Northwest Indiana Director's Meeting, Demotte Friends Meeting	\$101.01
0	951	INPRS fbo PERF	11/12/2012	CORRECTING A/P 853 entry -10/10/12 Payroll Contributions	\$0.00
0	952	INPRS fbo PERF	11/12/2012	CORRECTED A/P #854 - 10/25/12 Payroll Contributions	\$0.00
0	953	PAYROLL	11/23/2012	PAYROLL	\$49,416.28
0	954	AFLAC	11/23/2012	Supplemental insurance withheld from 11/25/12 payroll. (online payment conf#HBTBTGZ)	\$209.48
0	955	CENTURYLINK	11/23/2012	Wheatfield Local & Fax -November-Confirm #KBUB3TXH & NB6BXTXH)	\$41.01
0	956	CITY OF RENSSELAER	11/23/2012	Utilities-Rensselaer, 10/9/12-11/8/12 (online pymt conf#CBUBJTVJ)	\$2,901.95
0	957	GREAT-WEST RETIREMENT S	11/23/2012	Annuity withheld from November 23, 2012 payroll online conf#XB5B4TFZ)	\$1,340.00
0	958	IRS USA TAXPAYMENT	11/23/2012	EFT- withheld from 23 Nov 12 payroll ref#05448950	\$10,725.99
0	959	JOSEPH ZELLON	11/23/2012	Courier mileage 11/1/12-11/15/12 online conf#1BLB4TXI)	\$366.30
0	960	INPRS fbo PERF	11/23/2012	11/23/12 Payroll Contributions	\$4,551.20
31635	961	ANTHEM LIFE	11/23/2012	Correct Entry A/P #775; October Life Premium	\$0.00
31618	962	VISION SERVICE PLAN- (IN)	11/23/2012	Correct Entry A/P #747, Vision Premiumm, Sep 2012, October 2012	\$0.00
0	963	IRS USA TAXPAYMENT	11/27/2012	2nd Quarter 2010 Hire Act Payment (disqualified according to IRS 11/14/12 notification) EFT #51596139	\$618.06
0	964	IRS USA TAXPAYMENT	11/15/2012	3rd Quarter 2010 Hire Act Payment (disqualified according to IRS 11/14/12 notification) EFT #92384459	\$612.48
0	965	IRS USA TAXPAYMENT	11/28/2012	4th Quarter 2010 Hire Act Payment (disqualified according to IRS 11/14/12 notification) EFT #91149423	\$612.45

F4d
Warrant
Number

Claim

Number Name of Claimant

Date Explanation

Total

Total Amount of Claims \$222,666.72

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 30, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$222,666.72

Date this 10th day of December, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5a

Receipt Breakdown

November 30, 2012

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,686.80	\$31,817.77
DeMotte	\$781.61	\$10,235.58		
Rensselaer	\$1,249.72	\$13,552.68		
Wheatfield	\$655.47	\$8,029.51		
PHOTOCOPIES:			\$759.68	\$9,260.05
DeMotte	\$303.15	\$3,849.87		
Rensselaer	\$310.43	\$3,458.38		
Wheatfield	\$146.10	\$1,951.80		
INTEREST (Checking, Repurchase, CDs):.....			\$66.64	\$1,629.50
TAXES:			\$217,567.92	\$1,661,314.24
Property Tax	\$150,765.05	\$761,505.73		
LOIT	\$17,903.58	\$196,939.38		
License Excise Tax	\$0.00	\$53,159.84		
Financial Institution Tax	\$0.00	\$1,518.90		
CVET(Commercial Vehicle Excise)	\$0.00	\$7,473.80		
Local Option/Certified Shares	\$45,173.41	\$541,402.47		
Local Option/Property Tax Repl.	\$3,725.88	\$99,314.12		
TAXABLE SALES:-.....			\$5.70	\$163.05
REFUNDS:			\$160.60	\$87,580.10
Rebates/Refund	\$3.00	\$654.35		
Insurance Claims/Reimbursements	\$0.00	\$10,292.22		
Meeting Room Rental	\$150.00	\$750.00		
Reimbursement	\$7.60	\$21.78		
Fixed Asset Sales	\$0.00	\$550.00		
Miscellaneous Receipts	\$0.00	\$28.58		
Interfund Transfer	\$0.00	\$75,283.17		
TOTAL OPERATING FUND RECEIPTS.....			\$221,247.34	\$1,791,764.71
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$1,463.06	\$12,782.03
DeMotte	\$213.06	\$2,802.62		
Rensselaer	\$1,200.00	\$7,300.36		
Wheatfield	\$50.00	\$2,679.05		
LIB. IMPROV. RESERVE FUND:			\$41.53	\$497.91
Interest Earned	\$41.53	\$497.91		
Transfer from OPERATING		\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$88,820.15	\$14,736.42	\$103,556.57
Property Tax	\$14,736.42	\$74,432.86		
License Excise Tax	\$0.00	\$4,326.00		
Financial Institution Tax	\$0.00	\$123.60		
CVET(Commercial Vehicle Excise)	\$0.00	\$608.20		
Interfund Transfer	\$0.00	\$24,065.91		
RAINY DAY FUND:		\$3,407.19	\$0.00	\$3,407.19
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$3,407.19		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$36,549.82	\$3.30	\$36,553.12
Interest Earned	\$3.30	\$13,906.64		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$22,646.48		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$5,907.77	\$15,295.54
SALES TAX:.....			\$10.92	\$66.79
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$243,410.34	\$1,963,973.86

WITHHOLDING ACCOUNT FUNDS:

			\$29,278.67	\$311,504.43
FIT Tax Collected	\$8,991.63	\$93,312.93		
FICA Collected	\$5,560.69	\$57,899.82		
State Tax Collected	\$3,631.21	\$38,372.57		
County Tax Collected	\$2,795.41	\$29,011.22		
Deferred Comp Plan	\$2,680.00	\$29,450.00		
Pre-tax Insurance Plans	\$2,800.43	\$35,279.57		
Life Insurance	\$135.16	\$1,496.76		
PERF	\$2,684.14	\$26,681.56		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$272,689.01	\$2,275,478.29

Voucher List**Jasper County Public Library****Report Date: From 12/1/2012 To 12/12/2012**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31788	966	AARON HELMS	12/10/2012	Rens: mowing 10/2-11/13/12; DeM: mowing 10/2-10/16/12; Wh: mowing 10/2-11/14/12	\$890.00
31789	967	ACE HARDWARE	12/10/2012	DeMotte: Grounding Plug	\$4.49
31790	968	AFFORDABLE ALTERNATIVES	12/10/2012	Look For! Labels	\$46.85
31791	969	ALLIED WASTE SERVICES #71	12/10/2012	Wh. Trash Pick up- December	\$54.88
31792	970	AMERICAN LIB. ASSN.	12/10/2012	Book	\$49.50
31793	971	ANGELA BARTON	12/10/2012	Third Thursday Supplies. Mileage: Books 2 Bridges	\$63.11
31794	972	ANTHEM BLUE CROSS BLUE S	12/10/2012	Health Insurance Premiums-December	\$10,176.36
31795	973	ANTHEM LIFE	12/10/2012	Life Insurance Premiums-December	\$103.14
31796	974	BAKER & TAYLOR	12/10/2012	Books, Continuations, AV, Auto. Yours	\$9,696.57
31797	975	BAKER & TAYLOR ENTERTAIN	12/10/2012	DVDs	\$96.45
31798	976	REBECCA AMALONG	12/10/2012	Mileage: Staff Development Day & Management Meeting	\$46.60
31799	977	BLUETARP FINANCIAL, INC	12/10/2012	Sealant, Putty, Paper Towels, & Coat & Hat Hooks	\$18.05
31800	978	BRACKEMYRE PUBLISHING	12/10/2012	2013 Indiana Media Directory	\$85.00
31801	979	BRENDA THOMPSON	12/10/2012	Mileage: Books 2 Bridges, Evaluation	\$78.26
31802	980	CAPITAL ONE BANK (USA), NA	12/10/2012	Workshop Fee, DVD's, Parking & Expenses (Bookkeeping Wksp), B2B Expenses, Mgmt Mtg supplies, Winter Read Spllies, Christmas Party Supplies, Flashdrives, SHRM meerting	\$546.14
31803	981	CULLIGAN OF KOUTS	12/10/2012	Water Cooler Rental, Drinking water refills @ Wh	\$63.95
31804	982	DELTA DENTAL	12/10/2012	Dental Premium- January (19 people)	\$531.10
31805	983	DEMOTTE CARPET, INC	12/10/2012	Ren. Men's & Women's Washroom Wall Tile repairs	\$925.50
31806	984	DEMCO	12/10/2012	Plastic Mag. Display, Hangup Bags, Poster Set, Magazine Lit Holder, Quick Gard Flex, Wire Tabletop 4 Tier Display	\$251.74
31807	985	DIANA KOOY	12/10/2012	Holiday Music Program Supplies, Book Discussion Supplies	\$25.37
31808	986	DUCKWALL-ALCO STORES, IN	12/10/2012	Friends Luncheon	\$32.77
31809	987	ENA SERVICES LLC	12/10/2012	Internet Access- November 2012	\$1,191.00
31810	988	EMILY DURAN	12/10/2012	Milroy Program Expenses. Mileage: Positivity meeting	\$59.92
31811	989	FASE-KALUF TV & APPLIANCE	12/10/2012	Cordless Telephone Batteries	\$43.98
31812	990	FINDAWAY WORLD, LLC	12/10/2012	Playaways	\$2,583.76
31813	991	GALE	12/10/2012	Books	\$1,239.50
31814	992	HERITAGE OFFICE PRODUCT	12/10/2012	Nametag- Patty	\$11.50
31815	993	HIGHSMITH CO. INC.	12/10/2012	Bookmarks & Labels	\$345.67
31816	994	HP PRODUCTS CORP.	12/10/2012	Disinfectant, M-Fold Towel, Gleme, Bowl Cleaner, Hand Sanitizer	\$234.30
31817	995	INTELLIGENT CLEANING SYST	12/10/2012	Toilet Tissue & Kitchen Roll Towels	\$228.72
31818	996	JEAN LAMBERT	12/10/2012	Mileage: Deposits, Cleaning Supplies, Post Office	\$13.15
31819	997	JAMES R. LITTLE	12/10/2012	Mag. Rack Materials, Faucett Handle Parts, Mileage: Pick up parts	\$122.34
31820	998	COMMUNITY MEDIA GROUP, I	12/10/2012	Renewal of KV Post 11/21/12-11/21/13-DeM.	\$55.00
31821	999	KIM DELGER	12/10/2012	Counterparts Expenses. Mileage: Counterparts, Return Book Discussion Books	\$63.91
31822	1000	DEBORAH KRISTOFF	12/10/2012	Substitute Courier Mileage 11/28/12 - 11/30/12	\$66.60
31823	1001	LEGAL DIRECTORIES PUBLIS	12/10/2012	2012 Indiana Legal Directory	\$67.75
31824	1002	LINDA POORTENGA	12/10/2012	Mileage: Library Council, Books 2 Bridges, Mgmt Mtg	\$126.54
31825	1003	LIBRARY VIDEO COMPANY	12/10/2012	DVDs	\$486.69
31826	1004	LINDA VANDERMOLLEN	12/10/2012	Refunded pd Lost item & then returned	\$29.95
31827	1005	MAPLE TRONICS COMPUTER	12/10/2012	Endpoint Antiviris Protection	\$1,176.00
31828	1006	MELISSA J. WIDNER	12/10/2012	Baby Wipes	\$31.96
31829	1007	MIDWEST TAPE	12/10/2012	Children Audio Books	\$682.20
31830	1008	MOTION PICTURE LICENSING	12/10/2012	License Certificate - Wh. Lib (1/3/13-1/3/14)	\$100.09

Printed on Tuesday, December 04, 2012

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31831	1009	NANETTE SPEACHT	12/10/2012	Counterparts Expenses. Mileage: Staff Development day	\$16.88
31832	1010	NIPSCO	12/10/2012	Wh: Utilities 10/31/12-11/29/12	\$2,002.63
31833	1011	PRAIRIE WRITERS GUILD	12/10/2012	Book	\$57.80
31834	1012	QUILL CORPORATION	12/10/2012	Stamp Pad, Fax Cartridge, Toner, Dual Laser Pack, Index Card	\$431.53
31835	1013	RACHAEL CAVINDER	12/10/2012	Mileage: Nursery School Visit, Marketing Meeting	\$31.08
31836	1014	RECORDED BOOKS, LLC	12/10/2012	Audiobooks	\$1,996.54
31837	1015	RENSSELAER CHAMBER OF C	12/10/2012	September & October luncheon meetings	\$16.00
31838	1016	ROTARY CLUB of RENSSELAE	12/10/2012	Membership Dues/Meals - Sept/Oct 2012	\$88.00
31839	1017	SHOWCASES	12/10/2012	DVD Cases	\$230.04
31840	1018	SUE TOBIAS	12/10/2012	Mileage: Deposits, ILL, SHRM Meeting, & Orientations	\$70.60
31841	1019	SVT, LLC	12/10/2012	Third Thursday Program	\$16.74
31842	1020	THE TIMES	12/10/2012	Renew Subscription 12/15/12-12/15/13	\$221.00
31843	1021	TOWN OF WHEATFIELD	12/10/2012	Wastewater Services-December	\$56.65
31844	1022	YVONNE DEL VECCHIO	12/10/2012	Retirement Party Expenses	\$23.53
31845	1023	WAL-MART COMMUNITY/GEM	12/10/2012	Afterschool Program, Cleaning Supplies, Juv. Library Supplies, Prizes for 2013 Halloween Happenings, Program Supplies, DVDs, Movie Expenses	\$1,816.78
31846	1024	WASTE MANAGEMENT	12/10/2012	Dem: Trash Pick Up-December	\$69.30
31847	1025	WESTON WOODS	12/10/2012	Audio Books	\$62.89
31848	1026	WORLD BOOK INC.	12/10/2012	Books	\$542.95
31849	1027	KATHLEEN ZELLON	12/10/2012	Mileage: Substitute Courier	\$33.30
Total Amount of Claims					\$40,530.60

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 04, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$40,530.60

Date this 10th day of December, 20 12.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Thursday, December 27, 2012; 9am
Rensselaer Library Meeting Room

	<u>Purpose</u>
Opening of Meeting	Moment of Silence
Final Year-End Bills to be Allowed	Action
2012 Appropriation Transfers	Action
Public Forum	
Adjournment	

Voucher List

Jasper County Public Library

Report Date: From 12/11/2012 To 12/31/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1028	ALLIANCE BANK	12/11/2012	Direct Deposit Fees-Nov	\$37.40
31850	1029	OVERDRIVE	12/11/2012	Electronic E-book Services: Content (Dec 2012 & Jan2013) & Mtnce Fee	\$500.00
31851	1030	STAPLES CREDIT PLAN	12/11/2012	Brother 2480 Intellifax Machine @ Wh Lib	\$149.99
31852	1031	TOWN OF DEMOTTE	12/11/2012	DeM Lib. Sewer Service, November 2012	\$71.90
0	1032	GREAT-WEST RETIREMENT S	12/11/2012	Annuity withheld from December 10, 2012 payroll (online conf#VB9B6TLO)	\$1,340.00
0	1033	INDIANA DEPARTMENT OF RE	12/20/2012	State & County Taxes w/held 10 December 12 Payroll, ref #68865 Verification #32	\$6,426.62
0	1034	INPRS fbo PERF	12/11/2012	12/10/12 Payroll Contributions	\$4,589.34
	1035	IRS USA TAXPAYMENT	12/11/2012	EFT- withheld from 10 December 12 payroll ref#74803867	\$10,535.02
	1036	JOSEPH ZELLON	12/11/2012	Courier mileage 11/16-11/30/12 (online conf#HB4B5T1X)	\$233.10
0	1037	PAYROLL	12/11/2012	PAYROLL	\$48,516.02
0	1038	MAGAZINE SUBSCRIPTION SE	12/11/2012	Correct Fund Entry for Wheatfield Library (only) on A/P 949. (Quiltmakers from Wh.Gift Fund)	\$0.00
0	1039	AFLAC	12/21/2012	Supplemental insurance withheld from 12/21/12 payroll. (online payment conf#YBZB7QXA)	\$209.48
0	1040	CENTURYLINK	12/11/2012	Local phone service-Nov, Rens Lib (Confirm #DB6BQTDU)	\$91.00
0	1041	CENTURYLINK	12/21/2012	Wheatfield Local & Fax -November-Confirm #OBPBQXA & GBOBZQXA)	\$52.97
0	1042	CENTURYLINK	12/21/2012	Dem., Rens., & Wh. Long Distance-November	\$8.25
0	1043	CITY OF RENSSELAER	12/21/2012	Utilities-Rensselaer, 11/8/12-12/7/12 (online pymt conf#WB6BBQXA)	\$2,870.56
0	1044	GREAT-WEST RETIREMENT S	12/21/2012	Annuity withheld from December 21, 2012 payroll (online conf#MBJBFQ39)	\$1,340.00
0	1045	IRS USA TAXPAYMENT	12/21/2012	EFT- withheld from 21 December 12 payroll ref#33258713	\$10,445.40
0	1046	JOSEPH ZELLON	12/21/2012	Courier mileage 12/1/12-12/15/12 (online conf#KBCBHQYA)	\$333.00
0	1047	NIPSCO	12/21/2012	Dem: Utilities 11/2/12-12/4/12	\$3,494.04
0	1048	PAYROLL	12/21/2012	PAYROLL	\$48,226.72
0	1049	INPRS fbo PERF	12/21/2012	12/21/12 Payroll Contributions	\$4,438.71
0	1050	VISION SERVICE PLAN- (IN)	12/21/2012	Vision Premium, Dec 2012, Confirmation #VBSBUQG9	\$192.41
31855	1051	ACE HARDWARE	12/27/2012	Batteries, utility brush	\$24.97
31856	1052	AFFORDABLE ALTERNATIVES	12/27/2012	3 Day Loan stickers	\$69.25
31857	1053	ANGELA BARTON	12/27/2012	Mileage 12/19/12: B2B	\$49.95
31858	1054	BAKER & TAYLOR	12/27/2012	Books, Continuations, AV, Auto. Yours	\$3,366.15
31859	1055	BLACKSTONE AUDIO, INC	12/27/2012	Audio Books- replacement of damaged disc	\$10.00
31860	1056	BLUETARP FINANCIAL, INC	12/27/2012	Switch box, conduit, weather proof cover	\$10.37
31861	1057	BOYCE FORMS/SYSTEMS	12/27/2012	Tax Forms	\$62.14
31862	1058	BRENDA THOMPSON	12/27/2012	Mileage 12/6-12/7/12: PERF Workshop, worked Rens. Staff Christmas Party	\$48.84
31863	1059	BRIAN ORBAN	12/27/2012	Wh: Blew out sprinkler system	\$350.00
31864	1060	CARDINAL OFFICE PRODUCT	12/27/2012	DeM. Workroom copier quarterly maintenance fees	\$577.22
31865	1061	COUNTRYSIDE LANDSCAPING	12/27/2012	DeM: Fall cleanup of landscape beds	\$100.00
31866	1062	DEMCO	12/27/2012	Tape, toddler labels, 2 bean bag chairs	\$149.10
31867	1063	DEMOTTE CHAMBER OF COM	12/27/2012	Yearly Membership Dues	\$50.00
31868	1064	DIANE OPOLSKI	12/27/2012	Mileage 1/30/12: ASK Committee Meeting	\$23.31
31869	1065	DONNA BARKO	12/27/2012	Mileage 11/18/11-12/17/12: Took ILLS to Post Office, Bank Deposits, Cops Night Out, Worked Wh. Staff Christmas Party, Delivered ILLS & items for student orientation packets to St. Joe	\$33.97
31870	1066	ELLISON EDUCATIONAL EQUI	12/27/2012	2 Die Cuts	\$68.90

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31871	1067	EVELYN BRISTOL	12/27/2012	Mileage 11/12-11/29/12: School Visits, Marketing Committee Meeting, Positivity Committee Meeting, Deliver flyers to schools	\$38.85
31872	1068	FASTSPRING	12/27/2012	DNS Redirector v.7	\$78.75
31873	1069	FLEX-PAC INC	12/27/2012	Disposable gloves, kleenex, hand soap, trash bags	\$376.00
31874	1070	GAIL EVANS	12/27/2012	Mileage 10/1-12/20/12: Bank Deposits, Post Office, AVC Meeting, Deliver Board Packets; Parking at AVC Meeting	\$135.93
31875	1071	GALE	12/27/2012	Books	\$130.37
31876	1072	HERITAGE OFFICE PRODUCT	12/27/2012	Nettag, Wh: Yearly service contract on patron copier	\$333.60
31877	1073	INDIANA NEWSPAPERS INC. #	12/27/2012	Rens: The Indianapolis Star subscription 1/1/13-12/31/13	\$294.03
31878	1074	JASPER COUNTY HOSPITAL	12/27/2012	DeM: Water Test (Coliform & Nitrates),	\$20.00
135	1075	JASPER COUNTY PUBLIC LIBR	12/27/2012	Close Out LIRF Account per Board Meeting 12/10/12	\$225,486.61
31880	1076	JASPER CO. VETERANS COU	12/27/2012	2 US Flags, 1 Indiana Flag	\$100.00
31881	1077	JEFF GASTINEAU	12/27/2012	Rens: Santa for Santa Visit	\$30.00
31882	1078	KANKAKEE VALLEY PUBLISHI	12/27/2012	Legal Ad in KV Post 8/23/12 & 8/30/12	\$28.75
31883	1079	LINDA POORTENGA	12/27/2012	Mileage 11/28-12/5/12: Positivity Committee Meeting, Branch Counterparts Meeting	\$81.03
31884	1080	LINDA THOMPSON	12/27/2012	Mileage 12/7/12: Worked Rens. Staff Christmas Party	\$24.42
31885	1081	MELISSA A. SMITH	12/27/2012	Mileage 7/21-12/19/12: Bank Deposits, Walking Books Visits, Walmart for Movie Snacks	\$59.55
31886	1082	MIDWEST TAPE	12/27/2012	DVDs	\$194.74
0	1083	M W INSURANCE AGENCY	12/27/2012	Treasurer & Asst. Treasurer Bonds, 2013 (payable in 2013)	\$0.00
31888	1084	NANETTE SPEACHT	12/27/2012	Mileage 12/6/12: PERF Meeting	\$24.42
31889	1085	OFFICE DEPOT	12/27/2012	Filament tape, card stock, index card box, index cards, hanging file tabs, ink cartridges, invisible tape, toner cartridge, colored round stickers	\$346.55
31890	1086	OVERDRIVE	12/27/2012	Ebook content for Consortium & Advantage accounts	\$6,500.00
31891	1087	PEGGY WOODS	12/27/2012	Mileage 10/30-12/14/12: Post Office, Bank Deposits, Walmart-AV shopping & returns	\$10.10
31892	1088	QUILL CORPORATION	12/27/2012	Ink cartridges, pens, ruled pads of paper, binder clips, CD file folders,	\$220.86
31893	1089	RALPH GUSTAFSON	12/27/2012	Refund on ILL Loaning Fee	\$10.00
31894	1090	RAYANN GILMORE	12/27/2012	Mileage 11/8-12/12/12: Bank Deposits, Post Office, Deliver Board Packets, Bookkeeping Workshop, Banks for new signature cards; Fold-up Hand Truck	\$140.92
31895	1091	RAYANN GILMORE	12/27/2012	Rens. Petty Cash: postage, markers, parking	\$19.77
31896	1092	RAYANN GILMORE	12/27/2012	Wh. Petty Cash: postage, lock for display case, bandaids, toilet brush	\$18.54
31897	1093	RECORDED BOOKS, LLC	12/27/2012	Audiobooks	\$92.47
31898	1094	ROEING CORP.	12/27/2012	Surge protector, wireless keyboard & mouse, DVD player	\$137.80
31899	1095	SHEILA MAXWELL	12/27/2012	Mileage 10/31-12/18/12: Positivity Committee Meeting, Management Meeting, Copier/Scanner/Printer Setup at Wh., Support Meetings with Branch Managers	\$177.60
31900	1096	SVT, LLC	12/27/2012	Staff Christmas Party expenses, Santa Visit expenses, Christmas Movie Program expenses	\$97.36
31901	1097	SUE TOBIAS	12/27/2012	Mileage 12/5-12/19/12: AVC Meeting, Bank Deposits, Pick-up retirement cake, Post Office, HealthCare Meeting	\$151.24
31902	1098	TECH SMITH	12/27/2012	Snagit Single-User Upgrade License	\$43.00
31903	1099	UNIQUE MANAGEMENT SERVI	12/27/2012	Initial & Secondary Collections, October & November 2012	\$425.48
31904	1100	WORLD BOOK INC.	12/27/2012	Encyclopedias	\$1,638.00
31905	1101	YVONNE DEL VECCHIO	12/27/2012	Mileage 10/1-12/12/12: Deliver Community Connections Newsletter, Walking Books Visits	\$50.51
31906	1102	WAL-MART COMMUNITY/GEM	12/27/2012	Christmas Storytime expenses, Christmas Teen Program expenses, Cleaning Supplies, Milroy Program expenses, DVDs, CDs	\$348.96
0	1103	JASPER COUNTY PUBLIC LIBR	12/27/2012	Funds transferred from Operating into LIRF per Board resolution 12/10/12	\$70,000.00
31907	1104	PRECISION CONTROL SYSTE	12/27/2012	DeM: replaced actuator, replaced packing in VAV#20 valve, checked temp. settings in managers office & reset	\$583.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$457,545.31

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, December 26, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 27th day of December, 2012.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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December 27, 2012

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount Appropriated		Amount Reduced
1.23 Employer Contrib.-PERF	\$ 17,993.80	1.13 Wages of Janitors	\$ 17,328.72
1.11 Salary of Librarian	\$ 326.66	1.22 Unemploy. Compensation	\$ 665.08
1.12 Salary of Assistants	\$ 1899.16	1.24 Employer's Contrib.-Ins	\$ 326.66
2.13 Other Office Supplies	\$ 1611.03	1.21 Employer's Share-FICA	\$ 1,899.16
2.21 Cleaning & Sanitation Supplies	\$ 527.18	2.31 Building Materials & Supplies	\$ 1,611.03
2.23 Other Operating Supplies	\$ 54.27	2.33 Repair Parts	\$ 968.13
2.32 Paint & Painting Supplies	\$ 386.68		
3.14 Other Professional Services	\$ 324.20	3.26 Networking	\$ 8,354.22
3.24 Professional Meetings	\$ 385.40		
3.25 Freight	\$ 117.20		
3.33 Marketing Advertising	\$ 72.90		
3.52 Electricity	\$ 6,552.83		
3.53 Water	\$ 63.30		
3.54 Waste Disposal Services	\$ 200.36		
3.72 Equipment Rentals	\$ 280.40		
3.91 Dues	\$ 243.84		
3.95 Book Reimbursement	\$ 113.79		

TOTAL Added \$ 31,153.00

TOTAL Reduced \$ 31,153.00

LIBRARY IMPROVEMENT RESERVE FUND (130)

4.4 Furniture & Equipment	\$ 7,437.36	3.61 Building & Structures	\$ 7,437.36
TOTAL Added	\$ 7,437.36	TOTAL Reduced	\$ 7,437.36

AYE
Mari Anne Saylor
Natalie A. Uebeling
Janet M. Umlauf
Deanna T. George

NAY

ATTEST:

Janet M. Umlauf
Secretary, Jasper Co. Public Library Board



**PRESSBOARD
REPORT COVERS**

RE-ORDER NUMBERS	
BLACK	7-40401
DK. BLUE	7-40402
RED	7-40404
LT. BLUE	7-40408

QUILL CORPORATION
100 SCHELTER ROAD, LINCOLNSHIRE, IL 60069-3021
1-800-789-1331

